

## **Job Description Media Coordinator**

### **Employment Type:**

- Seasonal Position

### **Qualifications:**

- Be at least 18 years of age
- Have a sincere desire to work with and be of service to children.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Have experience with photography, videography, Affinity Photo or other editing software, and various online social media platforms.

### **Responsible to:**

- Camp Director and Community Development Director

### **Responsibilities:**

- Capture high quality photographs and video throughout each camp session. This includes morning ceremony, meal times, cabin activity time, sports activity time, workshops, evening activity and program, and cabin time.
- Use editing software (Affinity Photo) to retouch photographs as necessary to provide quality finished media for camp to use as needed.
- Create videos and photo slideshows of the camp experience each week.
- Update Camp Blodgett's social media profiles with new and engaging content throughout camp in order to keep parents informed of what is going on at camp.
- Be aware of any campers that are not allowed to be photographed and take all precautions to ensure that camp is complying with those requests.
- Capture high quality cabin photographs each session, edit, print, and organize them so that they can be handed out on the last day of each session.
- Write weekly blog updates of what is happening at camp.
- Facilitate online conversations with people that comment on camp's social media pages.
- Work with the Camp Director, Community Development Director, and Executive Director to produce targeted high-quality marketing videos/media that can be used to help solicit donors or campers.

### **Camp Responsibilities:**

- Take every effort to build and nurture a sense of community and understanding among all staff members.

- Eat meals with campers, giving attention to camper interaction and dining hall procedures.
- Review the camp rules with campers and help to enforce these rules consistently throughout each session; utilize the Camp Blodgett behavior management plan for any infractions.
- Alert the Camp Director or Assistant Camp Director if there are staff or campers that you feel need extra support.
- Assist with all-camp events and other camp activities as assigned.
- Fulfill responsibilities of Counselor of the Day as they are assigned.
- Be willing to step in as a Cabin Counselor temporarily or permanently when necessary.
- Take turns with other staff in supervising campers to help give counselors short breaks as needed.
- Assist in the total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season per the Facility Director/Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.