



## **Media Specialist**

**Job Summary:** Individual with an interest in photography, video recording and sound technology to capture each week's events and activities through photos and videos and manage A/V for summer programming.

**Responsible to:** Primary: Program Director; 2<sup>nd</sup>: Executive Director

### **Qualifications:**

1. Demonstrate an active and growing relationship with Christ.
2. Demonstrate a godly example both on and off of camp grounds.
3. Be in agreement with the sincerely held beliefs, Mission Statement, values and policies of CPBC.
4. Possess a heart for kids of all ages.
5. Demonstrate a willingness to serve and strong self-motivation.
6. Possess ability to solve problems and think for one's self.
7. Demonstrate a willingness to learn from "mistakes" and camp situations as they arise.
8. Preferably, completed high school and having one year of college or work experience.
9. Have interest, knowledge and/or willingness to learn in sound equipment, slides, video editing, photography, and basic photo and video camera function.
10. Able to pass a background check.

### **Responsibilities:**

1. Attend staff training and staff meetings.
2. Work in coordination with Worship Director and other point people for chapel sound and video needs.
3. Facilitate sound and media during chapels or delegate such.
4. Assist with video making and editing during staff training and throughout summer as needed.
5. Take pictures and video clips of daily activities throughout each summer camp.
6. Work in coordination with the director on year round media marketing ideas and shoot raw material, interviews ect.
7. Shoot and edit pictures of each cabin group and provide to office assistant to provide to parents by Wednesday of each week.
8. Create visual review of each week with pictures and/or videos for the rally.
9. Coordinate summer social media strategy with director.
10. Upload picture updates to BUNK1 app daily. Care should be taken to get each camper with an account in at least 3 unique pictures or videos throughout the week. All pictures from the week should be uploaded by Monday of the following week.

11. Mentor and oversee media interns and delegate responsibilities to him/her as appropriate.
12. Respectfully abide by and enforce all camp guidelines, expectations, and standards.
13. Participate in programming activities as schedule allows such as chapel skits, games, skills classes, night games, and special activities. Lead flag raising devos when scheduled, 2-3 times per summer.
14. Participate in end of the week cleaning.
15. Serve guest groups if and when needed/scheduled.
16. Be available to help in any area needed. These may include, but are not limited to free time options, activities, kitchen, maintenance, canteen, cabin assistant, program, office, cleaning, and grounds.

This position could also be filled with a high school volunteer looking for a summer camping experience.

**\*\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Media Specialist will mentor any media interns through Bible Study, Leadership Training and practical, hands-on skills training. They also may be called upon to fill the role of cabin counselor.**

Training:

- Video and picture content expectations
- Editing software (Canva)
- Bunk 1-camper list, updates, uploading
- Social Media
- Cabin Photos
- Sound Board
- Slides