

**CAMP JOHNSONBURG
MEDIA SPECIALIST
POSITION DESCRIPTION**

I. PURPOSE

The primary purpose of this position is to capture the summer camp experience through photography and video.

II. ACCOUNTABILITY

The position is under the direction of the Executive Director/Program Director.

III. RESPONSIBILITIES

A. Capture the daily summer camp program in photo and video:

1. All activities, unit group photos, life of the camp.
2. Special events.
3. Traveling Day camp.
4. Work with year round staff and program assistant to build a portfolio of marketing material for camp.
5. Upload photos to UltraCamp for families to view/purchase.

B. Assist with updating all social media accounts:

1. Facebook
2. Instagram
3. YouTube
4. Daily Blog posts

C. Projects to be completed:

1. Marketing videos (both short and long).
2. Staff video/slideshow for end of summer.
3. Organized folders of camp photos for use throughout the year (on the external hard drive).

D. Assist with other program areas of camp and other jobs as assigned.

IV. TIME COMMITMENT

This position is a full-time, non-exempt position, which is paid a weekly wage. Due to the nature of this position, working hours may vary greatly throughout the summer.

V. EVALUATION

The Executive Director/Program Director will conduct a seasonal performance review.