

Camp Ocean Pines
Position Description

Job Title: Camp Media Coordinator			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines Camp Media Coordinator will oversee all camp media including daily photography, session slideshows and social media management during all summer camp sessions.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:
Oversee all daily photography responsible for high quality images of campers, staff and facilities.
Delegate responsibilities to capture all camp activities when necessary.
Create videos of daily camp life throughout the summer.
Create session slideshows including each camp session, staff training and end of camp season.
Oversee management of social media creating themes and messages that align with the camp's mission.
Inventory and manage all camp technology including digital cameras, drones and projectors.
Work alongside Senior Programs Director & Summer Camp Director to develop marketing plan for 2024-2025 season.
Provide a safe, welcoming space where all campers feel accepted.
Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
Facilitate conflict resolution between campers.
Participate in all-camp activities as per program.
Be a positive role model to youth and camp staff in attitude and behavior.
Communicate efficiently with leadership on how to assist yourself and campers.
Maintain proper self-care for self; mental and physical.
Participate in camp evaluations of self, maintaining a growth mindset.
Commitment to diversity, inclusion and cultural awareness

Other duties as assigned by Camp Ocean Pines

Other Duties and Responsibilities

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.
Support and contribute to a safe, clean environment for all guests and staff.
Be tech-free while working with campers, only to be used on off-times.
This job description is subject to change at any time.

Knowledge, Skills and Abilities

Required:

Must be 18 years of age
Experience working with youth and understanding of child development
Photography and videography experience within a camp or similar setting
Experience working with Adobe Lightroom
Experience with Google Suite (Mail, Photos, Drive).
Experience with Canva
Excellent oral and written communication skills
Maintain a positive attitude in complex situations after working long hours
Adjust quickly to changes with open mind and flexibility
Recognize and respond to emergency situations
Proof of completed COVID-19 vaccinations, boosters strongly encouraged

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Preferred:			
Spanish and/or ASL language skills			
Experience with developing marketing calendars			

<u>Certificates and/or licenses:</u>	
Current California Food Handlers certificate prior to start date (required)	
Successfully complete a background check and LiveScan fingerprint (required)	
Current First Aid/CPR/AED certification prior to start date (required)	
Valid United States driver's license (preferred)	

Performance Evaluation
Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.

Compensation
The Camp Media Coordinator salary range is \$560 - \$610/week. Shared housing is provided with other program staff. Meals are provided when camp is in session. When campers are not onsite, staff will have access to leftover food and use of the kitchen facilities.

Employee Acknowledgement

I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.

Date	Print Name	Employee Signature