



Photography, Video & Social Media Specialist Job Description

Reports to: Camp Directors

Job Purpose: The Photo/Social Media Specialist participates as a member of the Program Team to provide a safe and fun experience for all Camp Mak-A-Dream participants, volunteers and staff. The Photo/Social Media Specialist documents each week of camp through taking photos/video (and enlisting the assistance of others to also take photos as needed), and on occasion, leads educational workshop sessions for participants in the field of photography/video/social media that adapt from week to week to ensure age appropriateness and inclusivity.

Photography/Media Specialist Responsibilities:

- Facilitate age-appropriate media projects that can be completed by campers by the end of the session.
- Take pictures and video at the direction of the Brand Development Manager to ensure each week is documented
- Collect and manage weekly thank you photos, special thank you photos, photos or presenters and volunteers as directed by Camp Leadership.
- Supervise staff during resource room/media projects, including delegation of duties.
- Develop and facilitate all media projects (including those with guest presenters) and ensure that activities are safe and inclusive.
- Oversee photo management storage at end of each session and distribution (Google Photos, hard drive storage), under the guidance of Camp Leadership.
- Oversee camp cameras to ensure that daily camp activities are documented (includes camper loaner cameras); organize photos for each session and create a weekly slide show (ensuring that all campers, volunteers and activities are represented in a positive manner).
- Assist with photos and posts for social media platforms and website, under the guidance of Camp Leadership
- Maintain resource room (inventory, locking doors, equipment loan system for campers and supplies), paying special attention to safety and risk management issues and bringing any issues or concerns to the immediate attention of the Camp Leadership.
- Coordinate post camp evaluations with Program Team and Camp Leadership.

Program Team Responsibilities:

- Actively participate as a member of the Program Team in leading all daily and evening activities.
- Arrive on time to daily morning meetings and actively participate in the discussion of issues and problem-solving strategies.
- Adhere to and enforce safety rules for all camp activities both on and off campus.
- Maintain adequate staff/camper ratio during all camp activities.
- Communicate with Camp Leadership regarding any risk management issues that arise during camp (medical, safety, facilities, psychosocial etc.) or any general issues, needs or concerns.
- Learn and assist in implementation of Camp emergency procedures.
- Lead and participate in all-campus and optional activities with the rest of Program Team (such as evening programming, campfire, adventure course, campout, games, butte hike, horses).
- Actively participate in volunteer training and/or camper rotations as needed.
- Serve as back up cabin staff as needed.

- Provide guidance and encouragement to all campers, volunteers, and staff to enhance a supportive environment.
- Actively participate in and reside on campus for all of staff training. Remain on campus on the last day of each session until all campers have departed and campus is clean and prepped for the next session, unless other arrangements have been approved by Camp Leadership.
- Live in the staff cabin and assist in keeping it neat and clean.
- Adhere to the seasonal contract and rules, regulations, and policies with a positive attitude.
- Perform other duties as necessary.

Requirements and Qualifications:

- Previous experience shooting, editing & organizing photos and video preferred
- Previous experience working with children, teens, and young adults preferred
- Must be available to start May 30 and work through August 6
- Must be able to navigate campus without assistance, lead and assist campers around campus, lift 40 pounds, work long hours