



Photography and Social Media Specialist Job Description

Reports to: Camp Directors

Job Purpose: The Photography and 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 Photography and 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 and Social 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 as directed by Camp Leadership
- Oversee photo management storage at end of each session and distribution
- Oversee camp cameras to ensure that daily camp activities are documented; organize photos for each session and create a weekly slide show
- Assist with photos and posts for social media platforms and website, under the guidance of Camp Leadership

Program Team Responsibilities:

- Actively participate as a member of the Program Team in leading all daily and evening activities (such as theme night, campfire, ropes course, campout, talent show, dances, butte hike, horses)
- Arrive on time to daily meetings and actively participate
- 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
- 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
- All Program Staff are contracted to work one day between camps in addition to extra hours on departure day one time during the summer season. These days will be assigned during staff training. Duties are to be on call in case campers can't make their flights and need supervision. If there aren't any campers needing to be supervised, duties will include cleaning, kitchen tasks, and programmatic prep.
- 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 able to navigate campus without assistance, lead and assist campers around campus, lift 40 pounds, work long hours

Staff name (printed): _____ Signature: _____ Date: _____