

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: MEDIA SPECIALIST – Seasonal Exempt

Salary Range: \$410-\$445/week

Reports directly to the Marketing Director and Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with the Marketing Director and Summer Camp Director.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation (if new), Open House and Pre-camp Orientation/Training week.

While camp is in session:

- 1) Capture daily camper and staff moments through photography and videography that will be viewed by camper families and used for Marketing/Advertising throughout the year.
 - a) Take photos of campers (150-200 per day) and staff (no required amount) throughout each day.
 - i) Required photos include Sunday “cabin photos”, and Day Camp group photo (scheduled with Day Camp Director), morning areas, afternoon Mass, open waterfront, open ballfield, and evening program.
 - ii) Share daily photos with Marketing Director (through online database) no later than curfew each day that camp is in session.
 - b) Record daily videos of campers and staff and produce (2) weekly videos.
 - i) Produce a mid-week video (3-5 min) using the moments captured from the first half of the week. Video to be shared (through online database) with the Marketing Director by curfew on Tuesday each week.
 - ii) Produce an end of the week video (5-7 min) using moments captured from the entire week. Video to be shared with the Marketing Director (through online database) by 6:00 pm Friday of a short week & Friday curfew of a long week.
 - iii) Schedule, record, and upload to online database weekly “Cabin Cheers” videos.
 - c) Maintain organized video and photo digital archives (Google Drive, etc.) and share with the Marketing Director.
- 2) Participate in general execution of camp’s programs.
- 3) Consult with Marketing Director regarding video equipment, as well as computer hardware and software needs.
- 4) Other duties as directed.

OTHER:

- If live-in staff, maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Proven ability to film, photograph, edit and release (upload or equivalent) content common with that of a children's camp.
2. Advanced knowledge of equipment, hardware and software associated with film and photographic production.
3. Ability to determine suitability of content with regards to appropriateness, safety, and security.
4. Proven experience in video production. (Portfolio should be available upon request.)
5. Be highly organized including excellent time management skills.
6. Capability to interact well with campers and co-workers.
7. Possess high moral character.
8. Emotionally mature and stable.
9. Belief and commitment to camp's policies and philosophy.
10. Youth group work/experience highly desirable.

OWNERSHIP OF MEDIA:

All content will remain under the ownership of Camp Stella Maris. Media Specialist may be granted the right to use content upon approval of the Marketing Director for portfolio purposes.