



## Job Description

**Position Title: Media Specialist**

**Position Reports To: Program Director**

**Mission:**

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

**Expectation of All Employees:**

Show commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Support the organization's mission, vision and ethics by displaying the following behaviors: integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability. Follow guidelines as described in AYF Staff Manuals.

**Specific Responsibilities:**

- Taking daily photographs of camp activities and participants
- Managing and editing our online photo gallery, and uploading photographs each day
- Design and produce multiple slideshows throughout the summer
- Archive management
- Oversee the organization and checkout of all media equipment
- Other duties as assigned

**Essential Functions: (required)**

- Must be in excellent physical condition. You will be required to walk through rugged terrain, able to lift up to 45 pounds, climb with safety gear up to 40 feet in the air, swimming/boating at length in various bodies of water
- Must have strong emotional health. They will be required to exhibit good judgment, effective problem solving, and maintain calm to safely lead the children in their care under changing and stressful conditions.
- Be able to maintain focus for extended periods while assessing risks and supervising campers.
- Able to effectively manage their emotions to remain focused on what is in the best interest of the campers in their care in a variety of situations.
- Ability to communicate effectively with campers and staff
- Ability to respond to and direct campers and/or staff in an emergency
- Ability to work effectively with people from diverse backgrounds
- Ability to maintain a physically and emotionally safe environment for campers

**Qualifications: (required)**

- Minimum of 18 years of age
- One to two years of college or equivalent experience
- Previous experience in outdoor education, group facilitation or working with youth is a plus
- Ability to be on your feet and walk long distances
- Must live on site for the duration of training and summer programs
- Display a strong work ethic
- Demonstrate a passion for youth development
- Prior experience with Adobe Photoshop, imovie, and Picassa
- Experience with Cannon Camera equipment

**Approvals:**

I have read and understand this job description:

---

Employee Signature, Date

---

Supervisor Signature, Date

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*