



## Job Description

**Position Title: Media Specialist**

**Reports To: Camp Program Coordinator**

### **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:**

Shows commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Supports 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.

### **General Responsibilities:**

- Organize media to be presented to families in a fun, appealing way.

### **Specific Responsibilities:**

- Take, collect, and organize photos of campers and staff in camp.
- Collect and organize photos from 4-Trails villages when they return from trips.
- Train and supervise other staff as assistants.
- Keep camp cameras charged and in good working condition. Keep track of cameras lent out to program areas and leaders.
- During staff training, take pictures of all staff members and collect staff bios for opening day "Meet the Staff" posters.
- Put together a slideshow for parents to see on each Grand Council day.
- Put together an end of summer slideshow for staff closing.
- Upload photos to camp's Picasa website daily for parents to view, and write daily updates for the camp blog.
- Make recommendations to the Director of Camp Programs for future equipment needs.
- Set personal and professional goals for the summer and work toward achieving those goals.
- Participate in community activities, such as Flag Raising and meals, and strive to model the mission and values of the American Youth Foundation.
- Buddy with a Pioneer Village:
  - Eat one meal per day with Buddy Village when in camp.
  - Join in and/or facilitate occasional Village Time activities with Buddy Village.
- Support the Pioneer Program by reading stories and helping with homesick campers during the evening.
- Support the Four-Trails Program on a rotating basis while they are in camp, help with laundry, lead down-time activities and games.

### **Qualifications:**

- Minimum 18 years of age.
- Experience working with children.
- Experience working with digital cameras, video cameras, and video editing software.

*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.*