

Black Rock Retreat Summer Camp Job Description

Position: Photo Specialist

Responsible To: Office Assistant

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
6. Is willing to be accountable to others, being guided by regulations established for daily work, group living and personal conduct.
7. Exhibits spiritual and emotional maturity.
8. Able to be active throughout the day and willing to work hard.
9. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

Specific Qualifications:

1. Possess organizational skills and is detail oriented.
2. Demonstrate competency and have experience with photography, video capture, and tech/media use.
3. Demonstrate competency and have experience working with computer software and programs used for creating and editing digital photography, creating graphics/flyers, and working with social media platforms.
4. Has experience with general audio/visual equipment setup and operation.
5. Is at least one year out of high school and preferable pursuing a degree in a related field.

General Responsibilities:

1. Attend staff meetings and photograph devotions, vespers, and **ALL** camp activities as directed.
2. Assist in supervising campers when necessary.
3. Complete all end of the week paperwork before leaving camp on break weekends.
4. You are expected to be at **ALL** games and activities to capture video and photos and to interact with campers. If you need to use one of these times to work on media projects, you may ask permission from the Office Assistant.
5. Assist with setting up and facilitating any program related activities as directed by the Leadership staff.

Specific Responsibilities:

1. Capture primarily photography (and at times video) of every aspect of the summer camp program.
2. Compile and edit the best photos and work with the Video Specialist to prepare the digital download each week.
3. Assist with any media needs for Vespers as requested by the speaker.
4. Take a picture of each camper with their counselor(s) when they come through the registration line and take a cabin picture of each cabin every Sunday.
5. Take a picture of each individual staff member during Pre-Camp Training and use them to create a themed ID badge and prayer magnet for each staff member.
6. Upload quality pictures onto Black Rock Retreat's Facebook page once halfway through the week.
7. Oversee creating the Special Week newsletter (R.U.N. The News).
8. Work with the Video Specialist on any other media related tasks that need to be accomplished.
9. Work with the Video Specialist on media presentation setups for all camp programs.
10. Keep all summer camp equipment in good repair and be responsible for the care of all equipment used for media purposes.
11. Keep an organized, online record of pictures that were taken during the summer.
12. Upload a good picture that captures major excitement/themes/activities to Black Rock's Instagram once a week, updating the story daily.
13. Is able to share responsibilities, split workload, and maintain good communication with the Video Specialist.
14. Take as many photos as necessary to aptly complete all responsibilities, ensuring that each camper is photographed by the end of the week (may be a group/cabin photo).
15. Is able and willing to assist in other areas as needed.