

Black Rock Retreat Summer Camp Job Description

Position: Video 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 video capture/editing, photography, and tech/media use.
3. Demonstrate competency and have experience working with computer software and programs used for creating and editing video, 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 preferably pursuing a degree in a related field.

General Responsibilities:

1. Attend staff meetings and video 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 video (and at times photography) of every aspect of the summer camp program, getting enough footage to complete video projects.

2. Prepare the digital download with the Photo Specialist to be distributed to campers each week including pictures and a highlight video.
3. Upload a short 1-2 minute video onto Black Rock Retreat's Facebook page once mid-week.
4. On closing day each week, set up media equipment and play that week's highlight video at the closing program.
5. Compile footage of summer staff into folders throughout the summer and prepare a staff video to be completed by the end of the summer/as requested by the Summer Camp Director.
6. Work with the Photo Specialist on media presentation setups for all camp programs.
7. Save all raw video footage and store in its proper location, clearly labeled and logged.
8. Edit video footage for camper packages and program needs.
9. Keep all summer camp equipment in good repair and be responsible for the care of all equipment used for media purposes.
10. Is able to share responsibilities, split workload, and maintain good communication with the Photo Specialist.
11. Is able and willing to assist in other areas as needed.