

Chanco on the James

Job Description

Job Title: **Photographer/Media Specialist**
Classification: *Exempt (Seasonal)*
Reports to: Summer Camp Director

Position Purpose:

Counselors are the primary caregivers for each camper. The photographer is responsible for taking pictures of our campers enjoying their time at Chanco, adding them to our website, and posting pictures to our social media. The photographer is responsible for the upkeep

Essential Job Functions:

- Take pictures of all the campsites.
 - Look over the daily schedule and determine which campsites to visit to ensure you get pictures of every campsite as often as possible.
 - Be aware of which campers have not given consent to be photographed.
 - Get a campsite photo of each campsite on the first day.
- Edit photos.
 - Remove pictures that are inappropriate for public viewing- ie bathing suit issues, butt cracks, everyone's backs turned towards the camera, etc.
 - Remove all pictures of campers who have not given consent for photos
- Post on Facebook and Instagram at least 4 times a week
 - For choosing which to post on social media, ask, "does this photo scream 'I WANT TO BE AT CAMP?'"
 - Post pictures that show the diversity of our activities and campers
- Create files of photos to post on our website gallery.
 - Post pictures in files by session.
 - Upload photos as often as possible. Aim for daily.
- Be a role model to campers and staff in your attitude and behavior.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events on or near the waterfront and other special program areas.
- ♦ All other duties as assigned by the Summer Camp Director or Activity Director.

Relationships:

The media specialist is expected to have regular relationships with activity staff, counselors, and administration.

Equipment Used:

The photographer/media specialist will be responsible for the care and upkeep of a camera, computer, and all other uploading and photography equipment.

Qualifications: (Minimum Education and Experience)

- ♦ Must be 18 years of age.
- ♦ Must have experience in photography.
- ♦ Must be able to obtain or become certified in First Aid/CPR. (Can be provided by Chanco if needed)
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Ability to interact with all age levels.
- ♦ Must have COVID-19 vaccination.

Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrate knowledge and skill in photography and picture posting.

Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of the media specialist position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.