



MEDIA ASSISTANT

LEADERSHIP LEVEL	Program Team (Level 3)
SUPERVISOR	Media Coordinator & Assistant Program Director
POSITION TYPE	Paid 8 weeks @ minimum wage (40 hours/week)

Position Overview

The Media Assistant supports the Media Coordinator to ensure all tech needs are met for chapel, fireside, and general programming. In addition the Media Assistant helps capture daily pictures and video footage to share with our campers through Flickr and daily as well as weekly wrap up videos throughout the summer. This position will help support the Media Coordinator over the course of the summer in photo/video capturing, editing, social media content creation and posting, as well as assisting in the execution of all tech needs for Chapels and Firesides.

General Responsibilities

- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Must attend staff training.
- Adheres to the rules and regulations of the camp.
- As a part of the Program Leader team, be an example to the rest of the summer staff.
- Attends and participates in summer staff meetings.
- Attends and participates in Program Team meetings. Attends chapel and fireside.
- Participates in the weekly deep clean of campus at the end of each week of camp
- Serves as a Concierge for a Family during each week of Family Camp

- Serves as a Cabin Leader during Kids and Teen Camp

Role Specific Responsibilities.

- Captures photos of kids, teen, family, Day Camp and DTP
- Responsible for helping edit photos and uploading them to Flickr each week
- Captures video footage for the daily review videos & weekly review videos
- Responsible for assisting with the set-up of all tech and sound equipment in the Chapel & at Firesides
- Responsible for helping to run all sound, slides and tech for Chapel experiences, firesides and Wide Games.
- Interacts with campers throughout the day.
- Responsible for getting cabin/ family pictures and having them printed each week.
- Responsible for assisting the Media Coordinator in creating Social Media Posts and scheduling them in later during the summer
- Responsible for helping create Off-Season Social Media Posts for the Program Manager and scheduling them for the Fall season
- Responsible for posting Social Media Stories throughout the summer in partnership with the Media Coordinator

Qualifications

- Must have been regularly involved in ministry within their local church or para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Strong work ethic.
- Proven significant experience with cameras, sound gear and photo / video editing software.
- Proven creativity in the area of film and photography.
- Excellent organization and administrative skills.
- Good interpersonal and relational skills
- Excellent communication skills.
- Able to work with tight deadlines with ability to multi-task and troubleshoot.
- Able to exercise discernment and good judgment.
- Can work independently.
- Understand and abide by the policies and procedures of Green Bay Bible Camp.

Staff Core Values

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling Responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.