

JOB DESCRIPTION

Media Team Generalist/Challenge Course Facilitator

Classification: Seasonal

Reports to: Director of Communication and New Initiatives

Minimal Qualifications:

- Active Christian faith
- At least one year of college completed
- Ability and will to perform in potentially strenuous physical activities (hiking, camp-outs, etc.)
- Comfort with building Christian community by leading, teaching and equipping others
- Ability to work well with and supervise others
- Experience with media equipment and programs: projectors, cameras, editing software (may include Picasso, Photoshop or others), etc.

General and Specific Responsibilities:

- Train Support Staff (Section Leaders, Co-Outpost Directors, Crew) how to take photos for...
 - Living groups
 - Daily camp activities
 - Specific marketing photos
- Create a weekly photo slideshow by Friday morning
 - Take photos of many different activities
 - Edit the photos using photo editing software
 - Ensure photos are appropriate and reflective of Glisson's mission
 - Work with Videographer to set up and operate projector for Friday Celebration
 - Sell weekly DVDs at Friday Celebration
- Create a staff photo slideshow by the end of the summer
 - Take photos of staff throughout the summer
 - Keep photos organized
- Daily responsibilities
 - Organize support staff (Section Leaders, Outpost Co-Directors, Crew, etc.) to take photos
 - Upload photos twice: a morning upload and an evening upload
 - Take photos for living groups, daily camp activities, and specific marketing photos
 - Sort, edit, tag and file photos
 - Use programs such as Picasso, Parent Communicator, Photoshop, web browsers, Dropbox, etc.
- Create media projects
 - Collaborate with Director of Communication and New Initiatives
 - Work on special promotional photo projects
 - Work on Glisson youtube video projects
 - Work on Glisson twitter account
 - Work on Glisson facebook account
- Dually responsible (alongside Videographer) for media equipment
 - Manage all media equipment (video cameras, still cameras, projectors, sound systems, projection screens, tripods, etc.)
 - Check in and check out of equipment
 - Keep and update inventory of equipment
 - Repair faulty equipment
 - Inform Director of Communication and New Initiatives of any broken equipment or purchase needs

- Maintain a clean and healthy media office
- Facilitate on the Challenge course 2-3 times per day
 - Set aside time to set up, facilitate and tear down challenge course elements
 - Log hours of use for rope
- Help lead worship (this item is in all job descriptions)
 - Seek out music (e.g. guitar, voice, etc.) and/or non-music (e.g. drama, scripture, etc.) worship leading opportunities
 - Collaborate with Worship Coordinator to organize worship leading efforts (people, equipment, facilities, etc.)
 - Guide living groups in chapel planning; facilitate an environment in which campers participate in worship leading
- Active Summer Leadership Team member
 - Affirm and support the ministry at Glisson Camp & Retreat Center
 - Ultimately be in a supportive role to the counselor to campers ministry
 - Attend the Support Leadership Team retreat
 - Attend and help lead Pre-Camp weekend
 - Prepare for camp during the Spring through on site meetings and online/phone discussions
 - Help to prepare and lead summer staff training
 - Help to assure adherence to camp policies and procedures
 - Attend and contribute to Support Leadership Team meetings
 - Be available to assist counselors at any time
 - Make announcements at meal times
 - Perform night watch duties
 - Attend and contribute to the Post Camp weekend
 - Complete Challenge Course facilitator training and facilitate the course as needed
 - Complete archery facilitator training
 - Complete Low Elements training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.