Media Coordinator

Time Frame: May 26th - July 31st, 2027
Compensation: Starting $375 / week June 6th - July 31st (~$3,000); + $425 for Staff Training. Includes room and board, laundry, and workers compensations insurance.

Responsible to: Camp Director + Program Director

General Responsibilities:

1. To be with kids, and show them God
2. Support Sonlight's mission by taking and organizing photos from CampSnaps and other photographers and editing presentations that cover all aspects of Sonlight Camp
3. Capture the character and culture of Sonlight for the purpose of promotion/ advertising camp

Work Environment

Staff must be able to perform the essential functions of this position within camp's unique environment

- Rustic terrain and shared cabin accommodations
- Daily activity takes place at an altitude of 8,000 ft, can be strenuous at times, and physical activities may take staff up to 12,000 ft
- Community living with **HIGH** social interaction
- Independent execution: Take ownership of organizing, editing, and producing media with minimal day-to-day direction.
- Limited communication with others outside of camp by internet or phone except for time off periods

Minimum Qualifications

- Desire to live and work within a camp community
- Clear evidence of a life lived in accordance with Christian values
- Photo editing experience with software and presentation
- Ability to capture the Sonlight culture through media
- **Provide your own** camera, lenses, computer w/ software to shoot/ edit media
    - Have operational knowledge of devices
- **Must be at least 18 years old**
- Ability to relate and work well with peers and children
- Ability/ willingness to accept supervision, guidance, and feedback
- Good character, Integrity, and adaptability

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- Ability to do tasks as assigned and take initiative in finding the next task
- Capable of maintaining effective mental, emotional and social interactions in our group-based, youth centered and community living program.

Specific Responsibilities

- Weekly video/ photos
    - Take a group shot of every session to include a photo of summer staff.
    - Coordinate with the Camp Director to upload the photo to Group Imaging
    - Creatively produce a high- quality weekly highlight slideshow (7 minutes or less) for online publication and presentation at each session's closing program
    - To tell the story of camp and include each camper and speaker for the week
- Daily Photos
    - Coordinate and shoot photos of campers and events on a daily basis with the occasional support of other photo takers
    - Be aware of camper schedule by coordinating with Program Director to be aware of program changes
    - Coordinate with Camp Director to upload 15-20 photos each day
    - Organize/upload all photos (both raw and edited) into storage
- Time management skills to complete the aforementioned in a timely fashion
- Capture pictures for Sonlight marketing
- Must be flexible, adaptable, and willing to work long hours independently
- Willingness to be intentional with camper interactions whilst taking photos
- Set a good example for campers, staff, parents, visitors, and the community
- Complete any other tasks assigned - related to program, staff, or general camp needs on BTS
    - *Full time Summer Staff Media Coordinator will also be added to* **rotational tasks to include dishroom, program prep, and property support**
- Create and present a Staff Slideshow at the end of the Summer which includes all staff members equally if on Summer Staff; capture Summer Staff for end of summer presentation throughout the summer
- Respect each camper/ staff for their uniqueness: understanding and appreciating diversity; emphasizing communication and teamwork
- Work collaboratively with Leadership staff to strategize promotional content for year round use
    - I.e. fundraising, registrations, staff apps, etc

Essential Functions

1. Ability to stay focused and work independently until necessary tasks are complete, to include working non- traditional hours to make certain the job is done well
2. Ability to use a camera and editing software in a professional manner
3. Know the general skills needed for outstanding outdoor/ indoor photography
4. Capacity to reach all areas of camp quickly
5. Willingness to collaborate and use others media ; ability to delegate needs
6. Knowledge of using slideshow editing software effectively
7. Ability to work long hours, including standing and/or sitting
8. Ability to communicate effectively with campers and other staff
9. Complete BTS tasks as assigned (dishes, daily list, program support, etc)
10. Visual and auditory ability to identify and respond to environmental and other hazards related to each activity for campers and staff
11. Ability to maintain personal physical, mental, and spiritual health in a fast- paced community living setting and adapt to a constantly changing environment while interacting with many different personalities
12. Willingness and ability to live in an internet free environment
13. Ability to articulate needs to supervisor(s) for personal well-being
14. Desire to enter into creativity while honoring the “brand” of Sonlight