

Position Description

Position Title: **Photo Assistant**

Reports To: Seasonal Supervisor

Status: Seasonal, Exempt

Salary: \$230 per week

Position Summary

The Photo Assistant is a storyteller, responsible for capturing all events and activities at camp, visually and through written expression, and posting these to the online service daily. The Photo Assistant also maintains a daily blog and may be responsible for managing the camp's social media platforms throughout the summer. The Photo Assistant must be knowledgeable about the tools of the trade, including the use of digital and print photography equipment, editing tools, and publication software. The Photo Assistant must be able to set up the photo for top quality, edit it without changing the actual photograph or content, and upload it to the Internet for publication.

Major Responsibilities

- Take photographs or film video segments.
- Capture images in an authentic and ethical manner.
- Write copy, captions or headlines to accompany photos.
- Use image-editing software such as Photoshop to edit images.
- Prepare audio to accompany video segments as required.
- Travel throughout camp to photo shoot locations.
- Edit photographs or video for publication specific to marketing needs.
- Works with supervisor to coordinate schedule and ensure sufficient photo coverage of all units, programs and camp activities.
- Uploads all pictures and daily newsletter.
- Participates in general camp activities.
- Maintains records and prepares reports as requested.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned.

Additional Accountabilities

- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.

- Ensures that materials prepared and produced for the camp’s internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Requirements

- Minimum age of 18
- Acceptable current First Aid and CPR certification required. (Acceptable as per ACA standards)

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile multiple times each day.
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee’s Signature _____ **Date** _____