

## Position Description

<b>Position Title:</b>	<b>Media Specialist</b>
<b>Reports To:</b>	<b>Business Manager</b>
<b>Status:</b>	<b>Seasonal, Exempt</b>
<b>Salary:</b>	<b>\$300-350 per week</b>
<b>Dates:</b>	<b>June 3-August 2</b>

### About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont for your best summer yet! We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life for our girls.

We will run overnight camp at two of our camp properties: Keyauwee Program Center in Sophia, NC and Camp Ginger Cascades in Lenoir, NC. Staff will have the unique opportunity to work at both properties, spending the first 2.5 weeks at Keyauwee and then moving to Ginger Cascades for four weeks. In addition to overnight camp, there will be a special, one-week camp session at Camp Pisgah in Brevard, as well two weeks of day camp held at offsite locations in Greensboro and Iredell County. Camp team members hired for overnight camp will also assist with these additional camp opportunities.

So, are you ready to share your love of the outdoors with girls this summer? Are you ready to grow in your leadership skills and make connections with others who are dedicated to bringing girls outside? We hope so!

### Position Summary

The Media Specialist 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. This position will also be responsible for managing the camp's social media platforms throughout the summer. The Media Specialist must be knowledgeable about the tools of the trade, including the use of digital and print photography equipment, editing tools, and publication software. The Media Specialist 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

- Capture images and film video segments in an authentic and ethical manner.
- Upload all pictures to the camp photo sharing platform.
- Write captions and headlines to accompany photos and post on social media.
- Edit photographs or video for publication specific to marketing needs.
- Coordinate schedule to ensure sufficient photo coverage of all units, programs and camp activities.
- Live in unit with campers and assist with nighttime supervision, as needed.

- Serve as a guide, mentor and role model to campers.
- Fill in for unit staff, as needed.
- 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**

- At least 18 years old.
- Demonstrated experience in photography and social media.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must successfully pass a criminal background check.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Passion for working with youth.
- Love being outdoors and willing to work outdoors in the heat, humidity, and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet, or air conditioning.)
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.

### **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** \_\_\_\_\_