

**JOB DESCRIPTION**  
Presbyterian Mo-Ranch Assembly  
Hunt, Texas

<b>JOB TITLE:</b>	<b>Summer Camp Media Counselor</b>
<b>DEPARTMENT:</b>	<b>Summer Camp</b>
	<b>SUPERVISOR: Director of Marketing and Communications and Director of Mo-Ranch Summer Camp</b>
<b>FLSA CLASSIFICATION:</b>	<b>Exempt</b>
<b>JOB CODE:</b>	<b>12G, Seasonal Full Time</b>

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## **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

## **MO-RANCH SUMMER CAMP MISSION STATEMENT**

*The mission statement for Mo-Ranch Summer Camp is to serve the Lord Jesus Christ by encouraging spiritual growth in a Christian camping ministry with special emphasis on relationships and discipleship through quality recreational and educational programs.*

## **JOB DESCRIPTION**

Mo-Ranch Summer Camp will be hiring two media counselors who will be responsible for capturing the story of summer camp at Mo-Ranch through photos and video clips. Media counselors will have a variety of job functions, including:

## **POSITION SUMMARY**

## **ESSENTIAL JOB FUNCTIONS**

1. Take photos and videos of camp activities.
2. Sort, organize and upload pictures to online photo albums daily for parents to view.
3. Create weekly session videos through Adobe Premiere Pro CC (or a similar video editing program).
4. Edit photos in Photoshop/Lightroom as needed (when needed, especially for use on web). The quantity number of photos are more important than having edited photos.
5. Other job duties may include social media posts through Snap Chat, Facebook, Instagram, Twitter and YouTube.
6. Media counselor may be required to lead a photography course weekly with a small group of teenage campers who have selected photography as a focus during their camp session.
7. May be required to travel one week to Weslaco for Mo-Ranch Summer Camp in the Valley. Travel and accommodations will be provided.

## **ESSENTIAL JOB SKILLS**

- Operate Adobe software, especially Adobe Premiere Pro CC, Photoshop and Lightroom (or similar programs). If applicant is not familiar with these programs, they must have the ability to pick up the digital programs/software easily.
- Exhibit excellent time management skills, interpersonal skills, and attention to deadlines.
- Be creative.
- Must be able to multi-task, handle long hours and work independently with little supervision.
- Maintain a neat and well-organized workstation.

## **QUALIFICATION STANDARDS**

### **Education**

High School/ College are a plus.

**Experience/Performance Standards**

One to two years of experience with digital photography, videography and/or graphic design is preferred. This position is a fast-paced position that is extremely rewarding!

**Grooming & Uniform**

A neat and professional appearance is required at all times.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is sometimes sedentary but often physically demanding. Reaching, handling, and grasping are required in processing of paper and computer-based data. Certain proportion of work is outdoors. Requires grasping, writing, standing, sitting, walking, hearing, visual acuity, and good speaking skills.

**Work Schedule**

Camp sessions run Sunday-Saturday. Must be available to work flexible hours; schedule and hours will vary week by week. The position is a salary, overtime exempt position. Media counselors will be required to reside in Loma Linda with our other camp counselors. Must maintain satisfactory attendance record and be punctual reporting to work.

**Salary and Benefits**

Salary will vary, based on skill levels and experience. All employees are paid bi-monthly, plus room, board and meals are included. Counselors will reside on the ranch in Loma Linda. Staff meals will be comped for summer staff positions at the King Dining Hall. Employee discounts are available through the Mo-Ranch bookstore/gift shop.

**OTHER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances (e.g., Emergencies, changes in personnel, workloads, rush jobs, guest occupancy, or technological developments) arise.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee Signature Date

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Witnessed by: Date