

JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas

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

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.*

JOB DESCRIPTION

Mo-Ranch Summer Camp will be hiring two photography media counselors and one videography media counselor who will be responsible for capturing the story of summer camp at Mo-Ranch through daily photos and video clips of summer campers.

As a camp media photographer or videographer, you will be walking around camp capturing moments in every part of camp and during every program time; activity periods, meals, evening activities, etc., with equipment that Mo-Ranch provides. This is a fast-paced position that is extremely rewarding!

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 each day 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). A large quantity of photos for camper parents to see daily are more important than having edited photos.
5. Other job duties include social media posts through Snap Chat, Facebook, Instagram, Twitter and YouTube.
6. Will be required to travel one week 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.

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 his 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.

Employee Signature

Date

Witnessed by:

Date