

Job Description – Media Manager

Position Concept:

Responsible for all tasks assigned by the Camp Director.

Qualifications:

At least 16 years old.

Must be able to lift 25 lbs

Pre-camp Preparations

- Attend Directors Week
- Attend Opening Staff Week
- Assist in camp setup.
- Create staff name tags.

Duties During Camp

During the camp season, your duties may include any or all of the following:

- Creating the daily camp newsletter.
- Taking photos and video throughout each week.
- Manage the camp Facebook page with update and photos.
- Update the camp Instagram account.
- Each week create a slideshow for the end of the week to be playing in the Trading Post Friday evening.
- Help create flyers for other camp events such as Monster Mash.
- Perform “patrol duties**” such as (Program, Cleaning, Fire building, Service and others)
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Attend “Closing Staff Week”
- All other duties as assigned by the Camp Director.

Closing Camp

These are your duties in closing the camp for the season:

- Create a closing staff slide show to be shown at the staff banquet.
- Create an end of year staff yearbook.

**Daily Patrol Duties

Depending upon the patrol you are assigned to patrol duties may include:

Fire building, Cleaning Dawson & public facilities, serving meals, meal time songs and evening program.

I have read, understand and agree with the duties and responsibilities above

Printed Name

Signature

Date