



"That I may know Christ." (Phil. 3:10)

Communications Coordinator Job Description

Reports to: Director of Summer Programs

Qualifications:

1. Has received Jesus Christ as Savior.
2. Is committed to being a servant of God and demonstrates Christian leadership and responsibility.
3. Must have adequate experience in the areas of photography, videography and graphic design that would enable them to produce quality materials and videos for DC Summer Programs as outlined in this job description.
4. Must be at least 17 years of age.

All Camp Staff are responsible for:

1. Providing campers with a safe, enriching and rewarding Christian camp experience.
2. Developing the spiritual life of campers through conducting themselves in a Christ like manner.
3. Striving to maintain unity in Christ with all staff members.

Pre-Camp:

1. Attending all assigned orientation sessions.
2. Being spiritually prepared for camp.
3. Be physically fit for the heavy demands of camp.
4. Prepare a brief session on your role as Communications Coordinator at camp.
5. Meeting with the Director of Summer Programs for a pre-camp check in.

In-camp:

1. Must arrive at camp no later than 8:00am and leave no earlier than 4:30pm.
2. Capturing the camp experience through photos.
3. Capturing the camp experience through video.
4. Making videos for camp and program use.
5. Creating a culminating video each week of camp including all running programs.
6. Posting photos and videos on the camp web-site and Social Media accounts including you-tube.
7. Researching and obtaining proper licensing music and other media used in camp productions.
8. Creating a 2-3 minute promotional video for use in advertising for the next camp season.
9. Creating a staff video as a memorable conclusion to the end of each summer season.
10. Being a helpful aid to all program staff as need arises or opportunity presents itself.
11. Meeting with the Director of Summer Programs for mid-summer evaluation.

Post-camp:

1. Returning any issued supplies to the camp office.
2. Meeting with the Director of Summer Programs for an end of summer evaluation.

