



**CYO Camp Rancho Framasa
Media Coordinator
Position Description**

I. IDENTIFYING INFORMATION

Status: Seasonal/Temporary Full-time

Reports To: Assistant Camp director

II. POSITION PURPOSE: The Media Coordinator position will be responsible all media needs with the summer camp program. This includes taking pictures of each camper in various activities, posting the pictures each day, and creating a slideshow of the pictures to play at the closing dinner. This position will also provide photos and stories for newsletters and other special events. When this position is not performing program responsibilities and tasks they will be working with campers in their assigned cabin. The person holding this position will live in cabins for the duration of summer and assist campers.

III. POSITION CONTENT

A. Essential Job Functions

1. In all pictures and videos, ensure CYO is projected in positive, mission-forward light (including physical and emotional safety, and demonstrating responsible and fun aspects).
2. Capture and process images and videos of campers, activities, special events, and facilities.
3. Edit, save, and upload photos and videos daily.
4. Script, film, and edit several short videos to be used for camp marketing materials.
5. Coordinate use of camp digital recording tools.
6. Care for and maintain equipment and supplies; store equipment and supplies when not in use; keep computer and media area organized,
7. As a member of the CYO staff team, prepare for, attend, and participate in staff meetings and training.
8. Demonstrate a willingness to provide service to others in the camp community and to camp's guests and program participants.
9. Maintain clear and positive written and verbal communication with all camp staff.
10. Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders, maintain a positive attitude, and find an appropriate outlet for venting frustrations when necessary.
11. Show respect for individual property, camp equipment, and facilities.
12. The Media Coordinator will have direct relationships with the Administration Team.
13. Collaboration and shared work are a part of working at camp.
14. Demonstrate responsibility and good judgment, decorum, politeness, appropriate dress, etc.
15. Work to uphold the mission and philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization and Camp Rancho Framasa.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills Knowledge and/or Abilities

1. Strive to learn and improve as a camp professional and maintain flexibility.
2. Maintain a high level of confidentiality when dealing with sensitive information related to participants and staff members.

3. Model six core values: Catholic, Inclusive, Stewards of the Earth, Staff Development, Humility, and Participant/Camper-Centered.
4. Willingness to foster the Church's mission.

B. Education, Training, and/or Experience

1. Experience with digital still, video camera, DSLR, and Go Pro.
2. Computer literacy: skills with Windows and computer editing programs.
3. Honesty and accountability.
4. Stamina to work long hours.
5. Ability and desire to live and work in a tight-knit, diverse community.
6. Possession and practice of critical thinking skills.
7. Passion for youth development.
8. Arrive on time for all scheduled activities and duties.
9. Complete all duties as assigned.
10. Ability to work with minimal supervision.
11. Good communication skills.
12. Ability to work with youth and coworkers in a positive manner.
13. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct.
14. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training.
15. Background screening required.

VI. WORKING ENVIRONMENT

1. Regular evenings and weekends are necessary.
2. Most work is performed outdoors and there will be exposure to the sun and elements.
3. Camp Rancho Framasa is set in a wonderful hardwood forest. To maintain this, no- or low-impact outdoor ethics are necessary.
4. Staff training will be provided.
5. The Media Specialist must conduct themselves in a manner fitting their profession and role as an employee of CYO Camp Rancho Framasa, both at camp and in the community.

Signature: _____ Date: _____