



# BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

## **Media Coordinator Job Description**

(Children's Summer Therapy Camp Session)

The Media Coordinator is a member of the Program Department, and facilitates all media-related activities for campers and staff. These activities include producing the yearbook, operating the camp radio station, generating slideshows for camper and staff events, and many other tasks as needed.

**RESPONSIBLE TO:** Activities Director, Executive Director

### **RESPONSIBILITIES:**

1. Function as a member of the Program Department, delivering quality programming, enthusiasm, and leadership in conjunction with the other program staff.
2. Produce the summer camp yearbook in conjunction with staff and teen campers.
3. Direct photography at camp in conjunction with staff and teen campers for the purposes of capturing general camp life and special programs. Photographs will be used primarily for purposes of Bay Cliff promotion, education, and for displaying at on-camp events.
4. Generate the end-of-summer slideshow.
5. Working with the teen campers, set up and operate the Bay Cliff radio station on a regular weekly schedule.
6. Collaborating closely with the Teen Coordinator, lead media-related teen jobs to help teens build confidence and competence in computers, radio, photography, reporting, editing, and related skills.
7. Solicit any necessary donations to support the media program.
8. Assist Program Coordinator as needed in planning, organizing and carrying out scheduled activities, campouts and cookouts.
9. Facilitate program department responsibilities in the absence of the Program Coordinator/Teen Coordinator.
10. Any other duties assigned by the Activities Director and Executive Director.

## END OF SUMMER DUTIES

11. Meet with the camp administration to give an oral report in review of the summer.
12. Update all manuals and write suggestions and ideas for the next year's media program.

## **REQUIREMENTS:**

1. Prior experience on the Bay Cliff summer staff preferred.
2. Extensive experience and knowledge of a variety of media methods and equipment, which may include computer fluency, photography, print media, radio broadcast, and editing.
3. Enthusiastic, organized, dedicated & mature.
4. Experience working with people with a variety of disabilities.

**All staff are responsible for cleaning their departments and living quarters at the beginning, during and end of camp.**

Revised 1/14/2019 by JTW