

POSITION: IT Specialist

OBJECTIVE: In collaboration with the Program Director, oversee all aspects of online camp programming, as well as any other digital needs. This will include social media advertising, create posters using software (like Canva), and troubleshooting any technical issues for staff.

DATES: June 21 – August 27, 2021

SUPERVISION: Program Director / Assistant Program Director / Divisional Youth Secretaries

RESPONSIBILITIES:

- Organize all camp registrations (soft and hard copies where necessary).
- Create and present all camp videos and images so that they are clear and easy to understand
- Combine footage of participants asked to make a video submission (e.g. music camp final program)
- Maintain clear communication with the Program Director and DYS.
- Input music, dialogues, subtitles, graphics, and effects to media as needed.
- Prepare and execute at least one activity or devotional as to give this position more exposure to leadership of children (and not always being “behind the scenes”)
- Participate in camp clean-up at the end of each camp.
- Attend all staff devotions.
- Ensure main office and personal living accommodations are kept clean and tidy.
- Be part of staff curfew enforcement - weeknight & weekend rotation.
- Maintain a responsible level of maturity and leadership.
- Be familiar with Summer Staff Handbook, and all procedures and resources.
- Be loyal to the aims, policies and regulations of the camp.
- Participate in program for Adventure camps, Mom/Kid’s camp, Teen camp, and LEFC by handling any audio/visual needs.
- To assist and provide support for the other times of Biblical instruction, namely cabin devotions and campfire.
- Create surveys for campers and parents to obtain feedback on any particular aspect of the program.
- Ensure that all materials needed are purchased for the summer.
- Be flexible and have a good disposition.
- It is understood that the administration reserves the right to dismiss any member of the staff if the best interest of the camp/program demands it.
- Perform any task beyond those assigned as required.