

Adventurers Day Camp
Winnipeg Evangelical Free Church

Job Description

Positions Title: Media Coordinator

Reports to: ADC Camp Director, Director of Children's Ministry

Purpose: Caring for campers, connecting with parents. The person in this position will care for the campers through interacting and connecting with them, seeking to build relationships with campers that lead them to Jesus. They will take pictures and videos during activities, capturing the memories the kids are making at camp.

This person will also connect with parents through the pictures and videos that they are taking, sharing them daily, giving them a glimpse into what their kids are experiencing at Adventurers Day Camp.

Start Date: Monday, June 20, 2022 *(Negotiable if candidate has previous school/work commitments)*

End Date: Friday, August 26, 2022

Skills, Experience, Qualifications, and Characteristics:

- Strong faith in God with a heart to serve.
- Experience serving with children.
- Enthusiastic and a willingness to learn.
- Time-management skills and ability to balance tasks.
- Ability to love and build Godly relationships with children and other staff members.
- Passion for photography and videography. Tech knowledge also an asset.
- Valid Driver's Licence required (vehicle an asset).

Specific Responsibilities:

1. Working together with the Directors to create a weekly schedule for themselves for the summer that balances their Media responsibilities and provides support for the Leaders.
2. Attending the daily morning staff meetings.
3. Spending time with the kids, taking part in activities to take pictures and videos of each child and each group in various settings during the week.
4. Uploading pictures and videos each week for parents to access.
5. Managing the camp's social media during the summer (Facebook and Instagram), creating regular posts that highlight the events of ADC.
6. Overseeing the Tech responsibilities during each week of camp.
7. Working with and training any LIT's that may be assigned to them each week.
8. Assisting the Leaders when needed.
9. Being ready and willing to take on any other tasks that may be assigned to you by the ADC Director, ADC Assistant Director, and the Director of Children's Ministry.

Working Relationships:

- Reports to the ADC Director and Director of Children's Ministry
- Works closely with the other Leader staff.
- Responsible for any LIT's that may be assigned to them.