

# Adventurers Day Camp

Winnipeg Evangelical Free Church

## **Job Description**

**Positions Title:** Media & Tech Coordinator

**Purpose:** Assist in the program preparation and execution for the summer camp sessions, with a specific focus on Media and coordinating the Tech-related aspects of camp, ensuring that all they do is conducted within the context of the camp's philosophy, objectives, and policies.

**Reports to:** ADC Camp Director

**Start/End Date:** TBD

### **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.
- Passion for ministry.
- Photography and videography experience.
- Tech training will be provided.
- Valid Driver's Licence required (vehicle an asset).

### **Specific Responsibilities:**

- Work with the ADC Directors to plan and prepare daily camp activities that will contribute to the achievement of the session objectives.  
This includes, but is not limited to: planning and preparing for indoor and outdoor activities, crafts, rainy-day activities, camp theme décor, etc.
- Manage and grow the camp's social media during the summer, creating regular posts that highlight the events of ADC.
- Work with the Camp Director and Ascent Director by assisting in the planning and execution of the staff training session to be held prior to the opening of camp. While the Directors will be the 'point-people', the Media/Tech Coordinator will also play a role in helping organize and orientate the camp staff for each session, ensuring that expectations and responsibilities are understood.
- Take high quality pictures and videos of the kids as they go throughout their week at camp. Also, coordinate "Group Photos" to be taken of each group, each week – ensure that this has a place in the weekly schedule.
- Manage the list of kids who have not given permissions for their pictures/videos to be taken and/or shared. Communicate this list to other staff each week.
- Oversee the Tech responsibilities during each week of camp, assigning others (Leaders & LIT's) to help with these tasks, with assistance from the Program Coordinator. Ensure that the people assigned to these tasks have been properly trained and equipped.  
*The Media/Tech Coordinator is the point-person for this aspect of camp.*
- Organize and upload pictures and videos (of good quality) each week for parents to access. This media must be password protected, and this individual will be responsible for setting up passwords for each week's folder, as well as sending out these passwords,

along with links and instructions for accessing them, to the parents at the end of each week.

- Create weekly 'Camp Highlight Videos' that can be shown during the BBQ. These videos can be created using a template, and training will be provided (if required).
- Assist the Program Coordinator to ensure that the daily schedule is being followed, activities are prepared for, etc. This may require leading an activity or two as well.
- Assist in writing thank-you notes to all volunteers who work for ADC and financial supporters of the camp.
- Work with the ADC Committee, after summer sessions are complete, in the evaluation of the over-all program.
- Other duties as assigned by the Camp Director and Director of Children's Ministry.