

# Job Description

JOB TITLE: Media Coordinator	FLSA:
DEPARTMENT: GSHNJ Camps	PAY GRADE:
REPORTS TO: Assistant Camp Director, Camp Director	DATE:

**JOB SUMMARY:**

The role of the Media Coordinator is to capture the images of camp daily and post to social media, photo sharing sites, and other areas as needed. They are responsible for working with the Marketing Department as needed to ensure council branding. They are responsible for developing and implementing the photography and video program for campers.

**MAJOR ACCOUNTABILITIES:**

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Assist in the planning and leading of pre-camp training/orientation for staff and unit leaders.
- Guide activities and experiences in the specialty area through girl-adult planning, with an emphasis on session and program theme, and the Girl Scout program.
- Develop, document, and implement a well-planned program of instruction in related area.
- Set-up specialty area before staff training. Assist with the opening and closing of camp for the season.
- Provide general rules, guidelines, emergency procedures, and equipment instructions for use of specialty area.
- Keep supplies on hand and consult with Assistant Camp Director when additional supplies are needed for specialty area.
- Work as a team member with other staff and contribute to a positive work environment.
- Act as a role model, lead, guide, and participate with a positive outlook, interact with campers and promote participation.
- Supervise campers during off-site trips as needed, ensuring girl/adult supervisory ratios are maintained at all times.
- Maintain health and safety standards at all times in specialty area.
- Report all accidents and health and safety concerns to Health Supervisor/Assistant.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA standards.
- Instruct and lead campers and unit staff in emergency procedures such as fire drills, evacuations, etc., as required.
- Supervise staff, directing and guiding them in their work, conduct staff supervision and evaluation as needed.
- Actively participate in the end of the week clean up on Saturdays. (RESIDENT CAMP ONLY)
- Perform other duties as assigned for the betterment of the campers, program, camp and the council.
- Complete weekly program evaluations and recommendations, and end of summer evaluation of specialty area.
- Perform other duties as Bus Counselor, Before/After-Care Counselor, and/or Overnight Counselor if needed. (DAY CAMP ONLY)
- Prepare an inventory of all equipment and supplies for related specialty area at the end of summer camp.

**JOB QUALIFICATIONS:**

- Must be at least 18 years of age.
- Current certification in First Aid, CPR, and AED child and adult.
- Previous leadership and camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience.
- Appropriate certifications or experience for the specialty area.
- Ability and desire to work with girls and adults in a camp setting.
- Understanding of the capabilities, needs, and interests of children in related area.
- Ability to manage multiple priorities and problem solve creatively.
- Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor.
- Good judgment in anticipating and preventing accidents, quickness in emergencies.

- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.