girl scouts heart of new jersey

# Job Description

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| JOB TITLE: Media Coordinator | FLSA: |
| DEPARTMENT: GSHNJ Camps | SALARY RANGE:<br>Day Camp - $450- $550 per week<br>Sleepaway Camp - $400 - $550 per week housing provided |
| REPORTS TO: Assistant Camp Director, Camp Director | Additional Benefits:<br>In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave. |

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 taking and ordering the weekly camper and staff photos.

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.
- Take a variety of pictures that show the daily and weekly life of a camper.
- Maintain accurate records for the ordering of photos, maintain the picture website in an orderly fashion, create a best of folder to be used for marketing.
- 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.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Report all accidents and health and safety concerns to Health Supervisor/Assistant.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Instruct and lead campers and unit staff in emergency procedures such as fire drills, evacuations, etc., as required.
- Actively participate in the end of the week clean up on Saturdays. (SLEEPAWAY 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.
- 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 or willing to attend required training.
- 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.