



Videographer
JOB DESCRIPTION
Summer, Seasonal Staff

Highlands Presbyterian Camp and Retreat Center is a facility that ministers to children, youth, and adults of all ages through summer camp programs, adult educational opportunities, and guest group rentals. The Videographer shall minister by Highlands, its campers, volunteers and staff in a variety of ways but particularly by ensuring that ample photographs and video are collected and assembled in a slideshow for public presentation. This person will also provide leadership in worship and recreation and be responsible for supporting the administration of the camp schedule for all camp programs.

The Videographer shall be under the direct supervision of and responsible to the Director of Summer Camps. This is a shared leadership position that works closely with other program staff.

The Videographer is not responsible for supervising other staff.

The Videographer shall perform all these duties related to the position as assigned by the Director of Summer Camp including (but not limited to):

1. Serve as a mature Christian example for the campers and fellow staff.
2. Assist in planning and implementing the daily program and schedule for all camps. This includes Main camp, Intergenerational camps, Horse camp, and Adventure camp.
3. Lend support and encouragement to staff and volunteers to help ensure that they are performing at their highest potential, involving them in leading.
4. Help to provide leadership for “all camp games”.
5. Be visible and approachable while participating in the particulars of the camp program as much as possible.
6. Share responsibility for Dining Hall supervision with other staff as assigned by Director of Summer Camps.
7. Share responsibility with other program staff for setting up the Dining Hall for check-in and check-out.
8. Assist the Director of Summer Camps as needed
9. Meet weekly with the camp leadership team.
10. Lead Bible Studies as needed
11. Prepare an introduction video for campers to preview during their first day of camp.
12. Ensure that at least 450 new pictures of all family groups at different activities have been gathered by the end of each camping week.



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13. Coordinate and distribute cameras and videos among counselors and support staff, providing necessary instructions.
 14. Prepare a ten-minute slide show to be viewed at the end of each camping week, using appropriate pictures, music, etc. for an effective presentation. This will include set-up and takedown of appropriate equipment.
 15. Be responsible for the production of DVD's, distribution, and current archiving of production files.
 16. Assist the Summer Camp Director and/or Program Director in producing end of summer videos, including the production of a Summer Camp Promotional Video in the offseason.

Requirements:

- Successful screening during Criminal Background Check investigation
- Be experienced in leadership and skilled at encouraging others in leadership
- Be familiar with Apple video-production software
- Be familiar with DVD copy hardware
- Be familiar with video / camera equipment and techniques
- Be willing and enthusiastic in leading or learning to lead a variety of activities.
- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be aware of and implement ACA and Health Department regulations.
- Be able to lift 30 lbs.

**RESPONSIBILITIES AND DUTIES COMMON TO ALL
SUMMER / SEASONAL STAFF**

1. To be willing to place the needs of the Highlands above personal desires.
2. To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups.
3. To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the direct supervisor.
4. To exhibit an acceptance of all people no matter their race, religion, national origin, or gender, and to possess the ability to work with those with whom you may not fully agree.
5. To have the health and stamina to perform in a high altitude setting. To accept living in a somewhat isolated area.
6. To joyfully give 100% effort to the job.

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