

## **Seneca Hills Bible Camp**

### **Adventure Media – Job Description and Duties**

Every area of the program at Seneca Hills is aimed at showing to the campers what it means to have a personal relationship with Jesus Christ. It is important for you to remember that you as a Media Staff member are a crucial part of the overall purpose of Seneca Hills: "That I may know Him." Your job is just as vital as the speakers, counselors, or the directors to the ministry at Seneca Hills Bible Camp.

In many ways, you will be challenged to grow in your walk with the Lord through serving others. Do your work to the very best of your ability and as unto the Lord. Enjoy the campers, learn to laugh at yourself, and practice a positive attitude.

You need to be enthusiastic about your job and understand the importance of the responsibility you have undertaken. This position requires you to act in a mature and wise manner as well as have and display a servant's heart. Teamwork is important to any job and in the media position teamwork is essential. How to best use time, equipment, and personnel is something that should be kept in mind at all times to ensure that everything is utilized to the fullest.

When you strive for excellence as you work in the Media position, you will see direct results in the campers as well as in the ministry of Seneca Hills.

**The Executive Staff is praying you will maintain a positive attitude and a desire to have an excellent camping season.**

#### **General Description**

Adventure Media is a position of Seneca Hills Bible Camp during the months of June thru the middle of August. The Adventure Media's primary role will be to assist the Adventure Director of Seneca Hills in the ministry through the generation of media and marketing materials in the areas of: indoor and outdoor climbing and bouldering, challenge course, rappelling, kayaking, EDGE wilderness camps, etc. One position is available at the service staff level (High School applicants).

#### **Supervision**

The Adventure Media is supervised and advised by the Adventure Director at Seneca Hills. The Adventure Media will work closely with the Adventure Program staff and the Head Media staff. The Adventure Media is subject to the direction by the Executive Director, Program Director, or Camp Intern(s) of Seneca Hills Bible Camp.

#### **Position Requirements**

The Adventure Media must have:

- a strong commitment to Jesus Christ and a strong desire to advance Christ's work through the ministry of Seneca Hills Bible Camp and Retreat Center
- spiritual maturity to provide a witness for campers and other staff
- some experience and/or participation in wilderness activities

- experience with photography and videos and programs used to develop and store media materials
- ability and ease to spend multiply days in an outdoor environment
- use, store and protect media equipment in extreme environments

### **Desired Skills and Qualities**

- teachable, humble, trustworthy, knowledgeable in media equipment, good communicator, organized, timely, cooperative, responsible, flexible, resourceful

### **Specific Duties & Responsibilities** (this list is not exhaustive)

- Assist the Adventure team in the compilation and design of marketing materials
- Capture video footage and photographs of the Adventure/EDGE campers and camp activities throughout each week containing group shots of activities, clear faces, and clips from chapel, bible study and missions.
- Ensure that a cabin photo is taken for every Adventure/EDGE cabin and that every camper appears at least once in a clear, close-up manner in a photo.
- Transfer video footage and photos to the computer at least twice daily, and edit video when possible.
- Where appropriate, edit photos using Adobe Lightroom.
- Post current pictures on SmugMug daily for purchase by parents of campers.
- Create a weekly picture/video CD to be provided for campers at the completion of the camping week
- Organize and edit marketing materials for Adventure purposes
- Work 1 week of training and all weeks of EDGE camps

### **Daily/Weekly Cleaning Duties**

- Keep media office in MRC neat and clean
- Assist Adventure/EDGE staff in cleaning responsibilities which includes facilities and equipment

### **Important Things to Remember**

- When taking video and pictures, be sure to capture a variety of campers and every cabin to ensure that one or two campers are not the main focus of the video.
- When possible, get photos of staff/campers wearing Seneca Hills apparel.
- Every Sunday check with the Adventure Director for media waivers. Do not take video or pictures of campers whose parents have not signed media consent for their child. Be especially careful to not post their pictures on the website.
- Maintain and care for all of the media equipment. Report any problems that arise.
- Make purchase suggestions for equipment that may be needed.
- Because the Wi-Fi password is considered camp equipment, misuse of the Wi-Fi password, including providing access to fellow staff members outside the media department, is considered a slow track offense.

### **Compensation**

- \$55 per week (Beginning June 1 through mid-August)
- Room and board