



Media Coordinator

2024

Position Purpose: To focus on building relationships with parents, funders, and outside organizations through social media. Capture videos and photos of all the crucial camp moments.

Essential Job Functions:

- 1) Capture video and photo footage of crucial camp moments
 - a. Organize all footage and put together a highlight video for the campers at the end of the week
 - b. Upload highlight video to our YouTube channel and send link to camper parents from that week
 - c. Upload weekly Facebook photo albums to our Facebook page
 - d. Create a promotional video for the following camp season
 - e. Decide which photos are suitable for promotional purposes
- 2) Maintain a presence on social media
 - a. Create engaging stories on Instagram
 - b. Share 1-2 Instagram grid photos per week - maintaining a high quality feed
 - c. Develop 30-40 'ready-to-go at anytime' posts for the off season
- 3) Other Media Duties
 - a. Create editions of "The Kingswood Chronicle" camp newspaper to go out at breakfast twice a week
 - b. Type up and send via email any letters that campers write for their family
 - c. Capture and choose a cabin photo to be printed, framed, and sent home with campers

Employment Details:

Weeks of Work	14	9
Start Date:	May 15 th , 2024	June 25 th , 2024
End Date:	August 27 th , 2024	August 27 th , 2024
Extra Days:	May 24 - 25 - Weekend staff training May 28 - Zoom staff training (evening) June 7 - 8 - Weekend staff training June 11 - Zoom staff training (evening)	
Gross Salary:	Dependant on experience and initial job position (Media Coordinator must be paired with another position)	

Kingswood Camp is an evangelical Christian camp situated on Lake George, Kings County, Nova Scotia, owned and operated by the Eastern Valley Baptist Association and run in cooperation with the Annapolis-Digby Baptist Association. We seek to honour God by providing an atmosphere where campers encounter Jesus Christ and grow as His disciples through wholesome relationships with dedicated Christian leaders, in an inviting outdoor setting, while participating in safe programs and activities relevant to their physical, emotional, social and spiritual development.



Requirements/Skills

- At least 18 years of age
- Current CPR and Standard First Aid
- Experience/Ability to work with children/youth and other staff
- Adaptable/Good at following directions
- Ability to work independently, and as part of a team
- Ability to work under pressure and meet deadlines, prioritize work load, and manage time efficiently
- Attention to detail
- Technologically capable with knowledge of software for editing movies and photos
- Strong leadership and communication skills
- Excellent interpersonal, verbal, and writing skills
- Proof of photography and videography skills

Other Responsibilities:

- Cooperate, communicate, and work closely with directors
- Maintain care for all tech equipment that belongs to the camp or other staff
- Assist in leading School Field Days in the spring
- Attend, and potentially lead, Bible study, prayer times, and chapel in accordance with Kingswood Camp's Statement of Faith
- Be flexible and prepared for schedule changes, especially on rainy days
- Carry out all other duties as assigned by Directors

Relationships/Accountability

<i>Reports to:</i>	Directors
<i>Peer Relationships:</i>	All Kingswood Camp staff
<i>Internal Relationships:</i>	Camp staff, campers
<i>External Relationships:</i>	Parents, visitors

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