

Videographer

Minimum Qualifications:

- Authentically strong and visible commitment to Jesus Christ
- Desire and ability to share Christian faith, nurturing campers and staff in discipleship to Jesus Christ
- A desire and ability to work with children in an outdoor ministry setting
- Familiarity with digital photo software
- Familiarity with digital movie presentation software
- Ability to capture dynamic photographs that reflect multiple activities and emotions of the camp setting
- Ability to compile quality footage for dynamic presentation
- Ability to lead Bible study
- Ability to lead camp activities as assigned
- Ability to accept and give supervision and guidance
- Good character, integrity, and adaptability
- Ability to relate to one's peer group
- Enthusiasm, sense of humor, patience, and self control
- At least one year past high school graduation or equivalent or successful completion of CIT with recommendations to the Program Director

Accountability: The Crestfield Videographer will be directly accountable to the Program Coordinator and through him/her to the Program Director.

Responsibility: The Videographer will be responsible for the following:

I. Responsibilities as Videographer

A. Create Dynamic Slideshows

1. Prepare updated introduction videos each week for campers to preview during their first day of camp.
 - a. These should include activities, staff members, rules, themes, etc.
 - b. They should be updated to include volunteers, Chaplains, and Advocates
 - c. Time will be given so that initial version can be made during staff training
2. Prepare a slide show (at least ten minutes) to be viewed at the end of each week
 - a. Assist in the set-up and take-down of appropriate equipment
 - b. Show should include pictures, video, and music
3. Prepare appropriate staff slide-shows for staff training, mid-summer, and end-of-summer as possible

B. Gather Memories

1. Ensure photos taken of all family groups at various activities
2. Inventory, organize, and distribute cameras and then collect photographs taken by the counselors throughout the week
3. Ensure videos taken of family groups at various activities
4. Ensure that at least 450 photographs are taken
5. Collaborate with other staff in organizing photographs and videos

- C. Supervise DVD Production
 1. Format DVDs to look and function at a professional level
 2. Collaborate with Registrar to order necessary supplies
 3. Coordinate with other staff in burning and mailing of DVDs
 4. Create archive discs to be kept at camp
- D. Provide Staff Orientation during Training, covering:
 1. Appropriate picture taking techniques
 2. Routines for checking in cameras and uploading photos
 3. Procedure for organizing photos in files
 4. Rules for interacting with Videographer materials (computer, projector, etc)
- III. Responsibilities as Program Staff Member
 - A. Leading Program Activities
 1. Lead environ. ed., archery, wall, high ropes, and other activities as certified
 - B. Assisting in Camp Programming
 1. Assist in Morning Celebration, Evening Activities, and Vespers
 2. Perform Program Tasks as designated by Program Coordinator
 - a. including Sunday tasks and weekly tasks (water chieftain, clean cabin, etc)
 - C. Facilities Maintenance
 1. Assist in upkeep of facilities as designated by Program Coordinator
 2. Prepare camp facilities for upcoming programming as necessary
 - D. Special Note
 1. It is crucial that videographer tasks are given first priority. Responsibilities as a general program staff member fall below those of videographer.
- IV. Responsibilities as a Support Staff
 - A. Bible Studies
 1. Lead at least one Bible Study each camp week
 - B. Room in a cabin
 1. Provide assistance in cabin discipline and supervision of campers
 2. Promptly join family group in cabin after fulfillment of evening activities, which should be before lights out
- V. Miscellaneous
 1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
 2. Abide by the *General Expectations of Crestfield Staff*
 3. Videographer is a position with a great deal of office preparation. It is understood that the videographer will not be able to spend the same amount of time with family groups as other support staff.
 4. Videographer is a position that must involve a great deal of cooperation with other staff members. The videographer cannot be expected to complete all his/her tasks independently. However, it is critical that the videographer collaborate effectively and provide constructive supervision to those assisting in tasks.
 5. Program staff will schedule a set of one-hour breaks