

Communications & Media Intern – Camp Roger and Camp Scottie

Overview:

Every staff member at Camp Roger represents Jesus Christ and is a minister of the Gospel regardless of the department or position or job duties. God tells us in I Peter that we are a holy priesthood, offering our daily work as a sacrifice to God. Scripture is clear that everything we do matters, and we believe we are called to do it all to God's glory. All staff members at Camp Roger are expected to steward every opportunity for the glory of God and the advancement of the Kingdom.

Qualifications:

1. Minimum age 18 years
2. Agrees to sign and abide by the standards outlined in the Camp Roger Faith and Life covenant
3. Agrees to uphold Camp Roger's high safety standards (training and expectations provided) and commits to living out Camp Roger's Belonging Statement.
4. Previous experience in photography, video production, and communications
5. Project management skills to plan, organize, and accomplish daily/weekly tasks by deadlines

Purpose:

- 1) Take photos and video that provide parents with a window into their child's camp experience
- 2) Through photos and video, demonstrate moments that tell the story of Camp Roger and Camp Scottie to use for marketing camp

Responsibilities:

- 1) The Communications and Media Interns report to the Communications Manager and to their individual camp directors. For each session, quality photos will be uploaded to a shared google folder for parents, linked on our website, and shared on social media. Some of the best photos will be used in various marketing materials to promote our camps throughout the next year. Once uploaded, the Communications Manager is notified in order to approve photos before sharing. Photos should be ready to share to the public by 4 pm each day of a session. Each intern is also responsible for creating a summary video at the end of each session for parents and campers. A separate summer video project will be required to be completed by August 16 for Camp Scottie's intern and August 20 for Camp Roger's intern.
- 2) During staff orientation, individually photograph each counselor for the Camp Roger Counselor Sheet and the Camp Scottie Announcement Board. Counselor Sheets and the Camp Scottie photos will need to be designed and printed prior to opening day for each first session. Coordinate this project with the Communications Manager.
- 3) For each session, strive to take photos of every camper every day.
Take a photo of each cabin (entire cabin in a group photo with their counselor) on opening day. Coordinate the time slot for this with the camp director. Capture specific staff areas of camp each session, noting that some staff members don't work the entire summer: Kitchen staff in the kitchen, the camp nurse at Pill Hill, naturalist at the Nature Center, counselors teaching archery, etc.
- 4) "Do Not Photograph" requirements: Often parents may not want their child photographed due to legal, family, or foster care situations. The Communications Manager will proactively work with the parents before the session begins and will communicate the child's name to the intern. A photo should be taken of the child after his arrival to share with the Communications Manager and the camp director in order to identify him or her in photos later. All attempts at keeping the child out of photos should be done, but not at the expense of making the camper feel bad. Get creative with angles or take several photos without letting the child know that he isn't included in them. Or include him but delete the photo later. When uploading photos at the end of each day, it is the intern's first responsibility to remove any photo that include the child. It may be wise to have the director look through them before showing the Communications Manager. The Communications Manager should look once more.
- 5) Closing Day requirements of each session: the week's session video should be approved and uploaded, photos from any offsite trip should be edited and uploaded, and photo equipment stored.
- 6) Social media: The Communications Manager is responsible for Camp Roger's social media. There may be times during the summer that require posts by an intern. Videoing camp activities from your phone is allowed for Camp's Instastory and Facebook. No live recordings should be posted. Only upload video to the social media site after it has been reviewed. Photos are allowed from your phone. Save and upload for approval. The Overnight Camp Director will be the only person Vlogging throughout the session.
- 7) Offsite camp experiences: The Camp Roger intern will coordinate camera, Go Pro distribution and photo collection for every offsite trip (including campouts). Train counselors about photo expectations, and upload photos from trips as with other sessions. No closing day session video is required of Pioneer and Voyager wilderness trips.

8) Assist Camp Counselors and other Staff when needed (i.e. on campout, helping kitchen staff, setting up games, etc.).

“How can I help?” is a great motto to use while at Camp, but your priority is taking photos.

9) Staff's Last Night at Overnight Camp: Camp Roger's intern will create a slide show for Camp staff to view after last campfire at overnight camp. Use music and make it fun for everyone! It is important to include photos of every counselor, staff member, staff spouse, and staff child. This must be approved by the Communications Manager and the Overnight Camp Director.

10) Communications and Media Interns are expected to be at all Camp events and activities unless excused by your director.

11) The Overnight Camp Director will manage the hours of the Communications and Media Intern for Camp Roger. The Camp Scottie Director will manage the hours of the Communications and Media Intern for Camp Scottie.

12) This is a full-time, paid summer staff position and interns are required to live on campus at Camp Roger. Room and board is provided. Communications and Media Interns may use their own quality camera equipment and should use their own laptop computers. Residence will begin on May 20, 2019 for Camp Staff Orientation and continue through August 20, 2019. All photos and final video must be completed before leaving on August 16 for Camp Scottie's intern and August 20 for Camp Roger's intern.

Photo Requirements:

- 1) Clear, crisp, and well-lit photos that show children of all ages having fun at Camp
- 2) Photos should also include groups of children doing activities such as: playing games, water activities, hiking, working together, adventure course, tug-of-war, Nature Center, archery, etc.
- 3) Photos can show individual kids running, laughing, eating, jumping, fishing, swimming, singing, praying, reflective, etc.
- 4) Mixed groups of boys and girls in photos are great
- 5) Racially diverse photos: show groups of kids, buddies, engaging with counselors
- 6) Do not take photos inside of cabins
- 7) Canoeing, kayaking and rowboat photos—must show life jackets; and try to get laughing, smiling kids doing these activities
- 8) All swimming, rope swing, or snorkeling photos require a lifeguard on duty and should be creatively shown in the photo
- 9) Archery—if holding a bow and shooting it, an adult should be seen creatively in the background
- 10) Adventure course should show camper in full safety gear; could show staff
- 11) Watch for indecent exposure from shorts, bathing suits, tank tops, see thru clothing—look in the most unexpected places. Shoot from above at campfires, not directly at squatting girls.
- 12) When posing cabin photos, be aware of all the components of the picture, including the background. Look for sunnier spots. Take one smiling photo with cabin or group sign, then one silly without the sign.
- 13) Chapel, prayer time, singing, and campfire time are beautiful opportunities for the entire camp to be shown in photos and video to be taken. There can never be enough photos of a group of kids laughing at an opening night campfire or sitting in the grass at Camp Scottie.
- 14) Nature photos are important as well, taking photos of beautiful sunsets, monarchs, animals (small and large), and anything that shows our properties or special activities in their full beauty.

Other:

1. Seasonal position, whole summer commitment.
2. Modest housing is available onsite, it is expected that Overnight Camp Support staff live onsite while camp is in session. Day Camp Media intern would be highly encouraged to stay live onsite. Housing is available for families or individuals, individual housing may be shared with others of the same gender.
3. All meals provided during overnight camp sessions. Food is also available but not served during time-off.
4. Staff have time-off either during the day, sometimes after campers are in bed and between sessions of overnight camp.
5. Will have opportunities to engage with an incredible summer staff community and make a positive impact on campers' lives.

Responsible to: Communications Manager & Overnight Camp Director. Day Camp Director