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Fessenden Day Camp

Media Specialist Job Description*

Media Specialist leads and actively engages in safe, organized, meaningful, enriching, and fun activity programs for campers ages 8-13 (age range for each activity varies). ***The position directs camp sessions and activities in the morning and will be responsible for photographing and videoing camp activities in the afternoon.*** The program will focus on media related content including but not limited to photography, stop motion animation, and videography. Our camp focuses on teaching skills for the activity and for life, such as teamwork, healthy competition, being active and healthy, creativity, confidence, and having fun. Candidates must be available to work the full eight-week season and be able to attend staff training dates the week before camp starts. Additional working weeks in June and August can be contracted. This is a seasonal position with an expected start date of June 27th running through August 19th.

Qualifications and Skills

- Training/certification and/or experience in leading recreational activities.
- Demonstrated experience working with and leading children in a variety of recreational and/or educational activities related to Media and the Arts.
- Desire and ability to supervise, lead, and positively manage campers and work with other staff in a cooperative, team-oriented camp atmosphere.
- Demonstrated ability to photograph and document a variety of activities.
- Experience with website management including social media such as Facebook and Twitter.
- Knowledge and skills in multiple areas and the ability to teach these skills to campers and staff.
- Strong communication skills.
- Possess excellent character, integrity, adaptability, patience, self-control, enthusiasm, and a sense of humor.
- Strong background in photography, videography, graphic design and/or animation.
- Must be 19 years of age or older.
- Pass a MA State run background check including a CORI and SORI.
- Proof of Covid-19 Vaccination required.

Responsibilities:

- Formulate, plan, and lead age appropriate, safe, and enriching media activities.
- Uphold all policies and philosophies of the Fessenden Day Camp.
- Follow and uphold all state and local health and safety regulations and guidelines and those set by the Camp.
- Teach staff their responsibilities in activity.
- Teach and guide campers, CITs, and coworkers in participating successfully and appropriately in all aspects of assigned specialty, including proper use of equipment.
- Maintain Camp Social Media platforms and Camp Website.
- Conduct regular cleaning and check of specialty area and equipment according to health and safety protocols.
- Participate in and assist in running camp events and initiatives.
- Meet/communicate regularly with direct supervisor regarding concerns, updates, challenges, and successes.
- Communicate with parents about their child when necessary and appropriate.
- Set a good example for campers and coworkers in all areas, including but not limited to health and safety, accountability, fairness, organization, punctuality, following the rules, and teamwork.
- Perform other duties as assigned by supervisor and Director.

Job Requirements

- Available 8:30am-4:00pm, Monday – Friday for the entire camp season and to attend all staff training sessions before and during camp season. There may also be at least two days during the camp season you will be required to stay late for special events.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate health and safety regulations and emergency procedures, and apply appropriate behavior management techniques.

- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- At least some high activity which may include dancing, running, swimming, and jumping.
- Possess the visual and auditory ability to identify and respond to environmental and other hazards related to camp activity.
- Be able to lead and fully participate in the assigned specialty.

*Subject to be amended at any time.