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[www.altamons.org](http://www.altamons.org)

## Media Coordinator Job Description

### Minimum Qualifications

- Must be able to operate a DSLR camera
- Experience with photography desired
- Art / Photography / Communications student preferred
- Graphic Design experience considered
- Must be an independent worker and able to self-task
- Current First Aid & CPR certifications (provided by Alta Mons, no extra cost)

### Responsible to

Program Director

### Job Duties

1. To support the vision and mission of the Camp Alta Mons Summer Camp Ministry.
2. To post photos on Facebook & Instagram multiple times per week during training and summer camp.
3. To create Happy Birthday post cards, take staff head shots, specific group photos and capture important moments around camp.
4. To produce a staff recruitment video for the following summer camp season.
5. To make 4 videos during the summer about specific activities around camp. These videos should explain the activity to parents and show the activity in action.
6. To provide support to counselors in breaks, games, and in other ways as needed by the Program & Resource Coordinators.
7. The Media Coordinator will be required to attend coordinator training, staff training, all of summer camp, and coordinator wrap-up after summer camp. Please see the website for dates.
8. Provide assistance to Program and Resource Coordinators, as needed, to help camp run smoothly.

For more information, please contact Meredith Simmons at [office@altamons.org](mailto:office@altamons.org) or 540-268-2409.

Applications are available online at: <http://www.altamons.org/summer-staff>