



Lazy F Camp and Retreat Center

16170 Manastash Rd. Ellensburg, WA 98926
509.962.2780 (phone) 509.962.6414 (fax)
office@lazyfcamp.org www.lazyfcamp.org

MEDIA MANAGER JOB DESCRIPTION

PURPOSE:

Working under the direction of the Assistant Director to fulfill all of the media needs of the summer camp program. Including but not exclusively, extensive social media work. This vital role will change the way Lazy F connects with the outside world, bringing to life the 'everyday' of camp experiences to those who are both already involved and those who not yet a part. We are looking for high quality, concise and timely content that will give a professional outlook on life at Lazy F Summer Camps. As a brand new role this will also have plenty of scope for development and so requires a degree of both experience, creativity and flexibility.

RESPONSIBLE TO: Assistant Director

RESPONSIBILITIES:

1. Under the guidance of the Assistant Director, and making sure all deadlines are met, oversee all media content of the summer camping program
2. Capture photos and videos of every camp week, making sure to capture all campers and staff and a wide range of activities. Ready to produce a finished bank of professional content (via link to download) to the campers and the parents as they leave on the last day of camp.
3. Update each social media platform regularly throughout the week so as to give a 'live' snapshot of life on camp. Including Facebook, Instagram, Twitter, Youtube and the Lazy F Website.
4. Produce a short slideshow / video content of the week that can be shown at the end of each camp, and uploaded to social media platforms at the end of each week.
5. Manage each social media platform, responding in a timely and professional manner to any queries that come in.
6. Be creative and flexible with new ideas and options to show Lazy F in its best and most accurate light.
7. Perform administrative functions necessary to comply with American Camping Association standards
8. Prepare necessary materials and your own weekly schedules / calendar in advance to be ready for each week of camp.
9. Communicate effectively with summer camp staff, volunteer staff and parents.
10. Be available to help out in all areas of programming and activities and perform other related duties, as assigned by Assistant Director.

QUALIFICATIONS:

Possess strong photography, videography and social media skills. Be able to work well with others and under time pressures. Have an interest in a Christian Summer Camps and children with an ability to share their own journey with others.

RELATIONSHIPS AND KEY CONTACTS:

Works closely with the Assistant Director and primarily interacts with Summer Program staff, other year round camp staff, campers and online with parents.

ESSENTIAL FUNCTIONS

Skill to:

- Provide professional media content to produce on all platforms
- Use a wide range of media equipment
- Professionally and timely update all social media platforms
- Be proficient with a range of computer and media programs
- Flexibility to work with changing conditions and time schedules
- Effectively relate to children, youth and staff in a positive and supportive manner
- Understand and apply pertinent media personnel policies, laws, rules, and regulations
- Have an interest in a Christian Summer Camps and children with an ability to share their own journey with others.
- Have a supportive attitude towards the United Methodist Church

Knowledge of:

- Camera's, Video Recording Devices, Computers, Mobile Phones, Social Media Platforms and all related equipment
- Life on a summer camp

Physical Ability to Meet the Following Requirements:

- Be behind a camera or on a media device for large portions of the day.
- Traverse stairs, and uneven terrain that will include gravel, dirt, and mud
- Live and work in a setting with variable weather conditions
- Hike up to 4 miles in steep terrain
- Move up to 30 pounds of luggage or supplies
- Reach, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend
- Must be able to participate on a float trip on a river raft
- Ability to be on your feet for long periods of time.

Work Environment:

- Must be able to work long hours (from appx. 7:00 am until 11:00 pm) with limited number of breaks in the day.
- Must live on-site during summer camp program
- Workplace involves exposure to a number of children and youth
- Uphold standards, policies, and procedures of camping program

Environmental Exposure:

- Temperature conditions may vary considerably depending on the site, time of day, and weather
- May be exposed to toxic substances in cleaning up after art activities, such as water-based paints, glue, and other art supplies
- May be exposed to dust, pollen, cobwebs, dirt, bats, rodents, and rodent droppings
- May be exposed to potentially hazardous cleaning substances and pesticides

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs
- Ability to take direction from supervisor and discuss plans with other staff and volunteers
- Ability to interact cheerfully and positively with supervisors, co-workers, guests, and campers
- Ability to do any job with an attitude of servanthood for Christ's ministry

Time Commitment:

- From June 1 through August 23, 2019: full-time-plus, as described above under “Work Environment.” During this time, work will be based at Lazy F Camp outside of Ellensburg living in shared accommodation
- This position requires a great deal of time and energy; summer responsibilities require long hours during camping season.

COMPENSATION:

\$300 per week; Shared accommodation and food is also provided by Lazy F Camp and Retreat Center

OTHER:

Lazy F will provide personal workspace (desk, computer terminal, telephone, reasonable office supplies) for use by the Media Manager. Workspace may or may not be located in an area occupied and/or used by other staff members. Lazy F has limited media producing equipment, and so use of your own equipment would be highly beneficial.

COURTESY OF LAZY F CAMP:

Shared accommodation is provided by Lazy F during the summer and food is also provided when there is regular meal service offered at Lazy F Camp.

ABOUT LAZY F CAMP AND RETREAT CENTER

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg in the heart of Washington State and the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. Our campers are typically from the Pacific Northwest and include our summer camp program supporting faith development and Operation Purple Camp for children in military families. Our guest groups are diverse in nature including different ethnic origins and religious backgrounds including family reunions, schools, nonprofit agencies, and churches. Lazy F is an ideal location for a retreat or conference, providing clean facilities, delicious meals, and attentive personal service. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.