

# **CAMP ARNES:** Summer Ministry Volunteer Team

## **Position Overview:** Videographer

Ad Number: CA 1011



- Purpose:** Capture film that can be used for the summer weekly DVD and future presentations.
- Responsible to:** Director of Summer Ministries or Designate
- Member:** Summer Leadership Team
- Compensation:** Honorarium of \$200 (weekly), room & board (taxable benefit), Share a Day's Wage (up to an additional \$5,000 – for the summer)
- Start Date:** 1 July, 2010 {may be eligible for spring staff}
- Finish Date:** 30 August, 2010
- Summary:** Responsible for filming, editing, copy and produce each of the weeks summer camp and other videos.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

- Schedule each day for optimum opportunities {create a checklist}.
- Capture campers in action (activities, evening programming, moments with cabin mates, intentional moments {candid} throughout the day. Be in regular communication with the Director of Summer Ministries or designate.
- Capture moments from each camper present in the week.
- Meet with the Director of Summer Ministries on the direction of the weekly video.
- Produce and ensure a quality video that is given each week to campers.
- Capture testimonials from staff & campers throughout the summer.
- Produce a staff video by the second last week of the summer.
- Ensure professionalism at all time.
- Promote & demonstrate a well balanced Christian life.

### **SUPERVISORY RESPONSIBILITIES**

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Portfolio of work that you have completed and organizational chart of how this work was completed (time lines).

#### **EDUCATION and/or EXPERIENCE**

A student in University in Mass. Communication, or Communications (preferred), at least 2 years in camping environment, a minimum of 1 year filming, editing and compiling videos. Superior organizational skills and excellent communication are essential to the success of this position. Ability to establish and maintain effective working relationships with other employees and guests while maintaining professionalism at all times.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Manitoba Driver's License - class 5 preferred (class 4 considered an asset)  
Multi-media diploma or certificate (1 or 2 years)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. While performing the duties of this job, the individual is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The individual is occasionally required to prolonged sitting or standing and may need to frequently lift and/or move up to 20 lbs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The individual is occasionally exposed to wet and/or humid conditions; high, precarious places; and outside weather conditions.

**COMMUNITY ENVIRONMENT**

Camp Arnes is an inter-denominational Christian year around camp providing outdoor education and summer camp to students from across Manitoba. Staff should have a mature, personal commitment to Jesus Christ as evidenced in their daily life. The modeling and communication of safe practices is of utmost importance to our guests at all times.

The successful applicant must submit to a Criminal Record Check and Child Abuse Registry check prior to assuming the position.

Your application, portfolio and résumé must clearly demonstrate how you meet the qualifications.

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CANADA

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"We thank all who apply and advise that only those selected for further consideration will be contacted."