



Tech Assistant Job Description and Expectations

In addition to the below expectations for the Tech Assistant, all Covenant Harbor summer staff must meet the [General Summer Staff Expectations](#) and agree to the [Summer Staff Covenant](#).

Job Description

The Tech Assistant is primarily responsible for supporting the AV Tech, Video Tech, and/or Photo Tech, filling in gaps, and creating a seamless technological experience for Covenant Harbor's summer programs. They may focus especially on one technological area (AV, video, or photo) depending on the skills and interests of the individual and the needs of Covenant Harbor, but will be expected to assist each of the Techs as needed and directed. They will also connect with individual cabins in the evening as a cabin buddy, and will be trained to assist in at least one additional area, such as the camp store, waterfront, activities, and/or ropes course.

Expectations

- Support the AV Tech, Video Tech, and/or Photo Tech in their daily tasks, such as taking photos, shooting video, and running sound, lights, and slides for the summer programs, and fill in where conflicts arise or an additional individual is needed.
- Consult with the Photo Tech, Video Tech, Marketing Coordinator, and other year-round and summer staff to fill photo style and content needs for daily social media updates and future marketing collateral.
- Be a good steward of resources. Maintain and clean all camera, data storage, and AV equipment. Assist in the organization of cameras and equipment, and communicate with the Marketing Coordinator and Youth Ministry Team if additional supplies are needed for use.
- Assist with photo editing, uploading, and purchasing as needed.
- Assist in creating an organized photo and video storage system on Covenant Harbor's computer network for efficient future use.
- With training from the AV Tech and at the direction of the Program Leads and Youth Ministry Team, run sound and slides for the Kishwauketoe and Day Camp programs independently.
- Manage your schedule and plan your daily tasks wisely. Be aware of your time and promptly fulfill your responsibilities.
- Ensure adequate support of all of Covenant Harbor's programs so that every camper has an excellent experience at camp and all programs are equipped on a daily basis and for future marketing needs.
- Assist with an additional area to support Covenant Harbor's summer programming, to be determined based on the skills and interests of the individual and the needs of Covenant Harbor.

Requirements

- Be at least 16 years old by May 31, 2021.
- Be available to live onsite at Covenant Harbor for staff training (June 2-June 15), plus Session 1 (June 15-July 17) and/or Session 2 (July 17-August 12).
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Interest and willingness to learn about AV, photography, and videography. Prior skills and experience in at least one of these areas desired.
- Ability to pass a background check.
- Strong interpersonal and communication skills.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.