



Media Team Lead

Job Description and Expectations

Job Description

The Media Team Lead is primarily responsible for ensuring that all media, including AV, photo, and worship, runs smoothly and efficiently for all programs and year-round Covenant Harbor departments. In addition, they will supervise the Media Team Members and Jr. Media Team Member as they support all summer programs. The Media Team Lead will own one of the three primary Media Team areas (Photo, AV, or Worship), and will be responsible for the expectations listed on the corresponding job description in addition to the expectations listed below. They will work with the Media Team and Program Leads to brainstorm and carry out specific projects and tasks, and to continuously improve the media experience for campers and Covenant Harbor stakeholders. They will also be trained to assist in at least one additional area, such as the camp store, waterfront, activities, and/or ropes course.

Supervised by: Youth Ministry Team

Supervises: Media Team and Jr. Media Team

Specific Expectations

- Carry out the expectations of one Media Team Member (AV, Photo, or Worship), as listed on the corresponding job description.
- Learn how to support the responsibilities of the rest of the Media Team, and be prepared to step in to assist as required.
- Lead and supervise the Media Team and Jr. Media Team and communicate clearly with them as you offer guidance, correction, advice, and encouragement.
- Conduct mid-summer and end-of-summer conversations with other summer staff, possibly including the Media Team and Jr. Media Team.
- Help to cultivate authentic worship during session times and minimize distractions for campers and other staff members through the use of technology.
- Respond to feedback and incorporate changes as directed by Program Leads and the Youth Ministry Team.
- Work with your team to be creative and make the media for each week unique.
- Complete administrative and organizational tasks in a timely manner.
- Communicate with program leads to ensure that their expectations regarding media are being met and to improve campers' experiences as necessary.
- Coordinate with year-round staff on expectations for marketing photos and videos.
- Lead a discipleship group of counselors and support staff, as directed.
- Manage your schedule and plan your daily tasks wisely. Be aware of your time and promptly fulfill your responsibilities.
- Be a good steward of resources. Maintain and clean all equipment and ensure that it remains organized. Communicate with the Youth Ministry Team if additional supplies are needed for use.
- Assist in an additional area to support camp programming, to be determined in consultation with the Youth Ministry Team based on the skills and gifts of the individual and the needs of Covenant Harbor.

Requirements

- Be at least 20 years old by May 20, 2022.
- Be available to live onsite at Covenant Harbor from May 20 to August 11, 2022.
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Experience and skills in photography, videography, AV, and/or worship leading.
- Experience leading peers.
- Ability to pass a background check.
- Strong interpersonal, communication, and leadership skills.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.

General Expectations for All Summer Staff:

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.