

## **Communications and Media Intern Job Description**

### **Requirements**

1. Must be 18 years old
2. Have a High School Diploma or GED

### **Responsible to**

Project assignments and overall supervision provided by the Marketing and Development Manger

### **Qualifications**

1. Must be experienced or trained in the areas of video filming and uploading, photo taking and uploading, photo and video editing, and public relations.
2. Must possess strong organization and communication skills
3. Must have a desire and ability to work with children in an outdoor setting

### **Specific Responsibilities related to Communications**

1. Capture video and photo footage, upload photos daily, and assist with design on communication projects.
2. Assist with parent communication-including camper mail and email
3. Collecting Quotes from parents and campers about their camp experience
4. Assisting with evaluations, surveys and reviews
5. Take, edit, and print group photos
6. Organize digital media
7. Assist with other PR related tasks
8. Other duties as assigned

### **Specific Responsibilities related to Other Camp Programs**

1. Health Center Restroom Cleaning
2. 2 hours of counselor breaks- Monday through Thursday
3. Other duties as assigned

### **Essential Functions**

1. Ability to communicate to camper's safety regulations and emergency procedures.
2. Visual & auditory ability to identify and respond to environmental and other hazards related to the activity or task.
3. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.

4. Physical strength to lead participants in activities or behind the scene type work, including some which require spotting, belaying, or heavy lifting.
5. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
6. Physical ability to respond appropriately to situations requiring first-aid.
7. Ability to receive and respond to direction from supervisor.

04/07/21 SMZ