

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Camp Photographer
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Assistant Camp Director/Camp Director
Supervisory Responsibilities	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Wage Scale
Date:	December 5, 2017

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The GVR Camp Photographer is responsible for taking, editing and distributing high-quality photographs of the staff, campers, camp activities and camp programs. The camp photographer is responsible for the GVR Instagram and Facebook pages during camp sessions.

## Duties and Responsibilities:

- Take the staff photo during staff orientation week
- Take pictures of each staff member during staff orientation week
- Photograph, edit, and produce trading cards for each staff member during staff orientation week
- Take a group picture of each cabin during each camp session
  - Collaborate with each cabin counselor on location for the cabin photo
  - Be creative
  - Edit and print each cabin photo
  - Distribute the printed photos to counselors to give to their campers at the end of each week
- Photograph each activity at least once during every camp session
  - Ensure the campers are the focal point of the pictures
  - Attempt to get pictures of campers looking at the camera
- Select and archive the best pictures from each camp session for promotional material
  - Provide 100 of the best pictures from each session and upload onto the session flash drive
  - Provide at least 75 of the best pictures from the summer for next year's promotional material
- At all times, promote Christian ideas and values through photography
- Collaborate with the Camp Director and Activities director to determine a photography schedule each week
- Provide a written inventory the camp's photography equipment to the Activities Director at the beginning and end of the summer
  - Respect, care for, and maintain the photography equipment.
  - Provide written maintenance requests for equipment in need of preventative maintenance or repair.

# JOB DESCRIPTION—GVR SUMMER STAFF, Camp Photographer

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- Assist with Sunday Registration as needed
  - Assist with the sale, management, and distribution of camp flash drives
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, Camp Director or RMC Youth Director.

## **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

## **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission.
- Be at least 18 years of age.
- Be creative and self-motivated.
- Have a professional understanding of cameras, lighting, focus, and subject.
- Have a professional knowledge of photograph editing.
- Hold certification or documented training in a related field from a recognized organization
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual.
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

## **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and may be required to lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. Tasks are performed in a variety of locations and conditions around the Ranch, including each activity area, the auditorium, outdoor amphitheater, and various other outdoor locations. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

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Date