

**POSITION: CAMP VIDEOGRAPHER/PHOTOGRAPHER (Job Description)**  
**RESPONSIBLE TO: EXECUTIVE DIRECTOR**

**Job Summary:** The Videographer is responsible for a top quality photo summary of each week of camp, including the Crew, CIT and Bike programs as well as staff. The Videographer will edit and create weekly camp DVD videos and photo album or slideshow. During staff training the Videographer will create a staff video and at the end of the summer they will create a separate promotional video of the camp.

**LENGTH OF TENURE:** This position runs from staff training until the end of the summer of the current camping season.

**RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (High)**

The Videographer needs to ensure that pictures taken are appropriate and would be of a nature that parents would enjoy. The Videographer has to ensure that they are aware of any individuals for whom it is not legal for us to photograph. The Videographer will have the opportunity to be at all aspects of camp and may find themselves in the sole care of a camper (or other vulnerable individual) in special circumstances. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. The Videographer must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

**ACCOUNTABLE TO:** Executive Director, as well as to the Program Coordinator, Crew/CIT Leaders, Bike Camp Leader and Waterfront Director when it comes to ensuring that programs are not disrupted for the sake of taking pictures, etc.

**REQUIRED SKILLS AND QUALIFICATIONS:** The Videographer will be able to show a portfolio of photographs that represent their skill level and editing abilities. The successful completion of at least one course in photography at a recognized institution. A demonstrated ability to work with youth and young adults. The Videographer must understand the legal implications of the photographs and video taken in addition to the sensitivity of some pictures. Must demonstrate an ability to take and edit video including legal song use.

**JOB RESPONSIBILITIES:**

The Videographer will use the camp digital camera to compose representative photos of all elements of the camp experience working to show individual and group camper enthusiasm in addition to the various activities.

The Videographer will upload appropriate photos to the photo website for parents to enjoy. They will be responsible for saving all of the photos on a camp computer in order to ensure that we always have a copy of the photos.

The Videographer would have to be able to upload pictures to the website on a daily basis and possibly several times a day.

They would be responsible for preparing weekly camp DVDs in addition to a staff DVD and also prepare a promotion DVD of 10 to 15 minutes duration.

They would also be responsible for creating new photo albums and getting the older ones revamped.

The Videographer would also be responsible for preparing photos for our display.

Using the camp video camera and editing software, they will create weekly approximately 10 minute long videos that contain clips highlighting the week at camp. At least a portion of the weekly video must be ready for presentation after the beach party on Friday mornings.

Any music used in the composition of the DVDs would will conform with copyright laws and restrictions.

All of the content will be representative of the camp as a whole and be appropriate for parent audiences (even the staff video). They would be responsible for checking with the Registrar to find out which campers are not to be filmed or photographed and making sure that these campers

are edited out of any video and that their picture is not taken or posted on the website. Any pictures taken would have to be deleted.

They would be responsible for determining the supplies they would need and ensure the Executive Director had time to purchase the items in time to make things happen. There would be a small budget for these purchases and the Videographer would have to stay within these limits.

Depending on the scope of the job during the normal week, other duties and responsibilities may be assigned by the Executive Director.

Arrives at camp by 7:00pm each Sunday and remains at camp until 6:00pm Friday unless otherwise agreed with the Executive Director.

**EVALUATION:** A verbal or written performance review will be held mid-summer and a written final review will be conducted at the end of the summer season by the Executive Director.

**INITIATIVE AND ATTITUDE:** The Videographer has a unique opportunity to add energy and enthusiasm into the program and it is expected that the Videographer will do so on a regular basis, making sure at the same time not to disrupt the program activities. The Videographer is expected to show high energy and enthusiasm throughout the camping program.