



SUMMER MINISTRY TEAM

MEDIA COORDINATOR JOB DESCRIPTION

Personal Qualifications:

Must be 18 years of age or older

- Commitment to Christ Jesus as Lord
- Love of kids
- Possess both inter- and intra- personal communication skills
- Willingness to serve and be flexible
- Willingness to be a positive role model for campers
- Desire to make a positive difference
- Desire to stretch and challenge yourself
- Positive attitude
- Energy and enthusiasm
- Ability to maintain confidentiality
- General office skills including Microsoft Office
- Ability to use or learn Adobe InDesign
- Maturity level that works well with adults
- Project an upbeat welcoming attitude both in person and on the phone
- Ability to Multi-task
- Self-motivated
- Ability to follow directions and complete tasks in a timely fashion
- Honest
- Organized
- Experience or education in multimedia **-must have a portfolio or other example of skills**

General Responsibilities:

- Maintain confidentiality
- Project a professional demeanor
- Take daily photos and videos of camper life
- Organize these digital photos and videos; update them to the website and blog
- Create a DVD of photos and videos from the week for campers to purchase
- Maintain summer portions of Website
- Provide a consistent social networking presence through Facebook and Twitter
- Regularly add photos and videos to Luther Point's Flickr and YouTube Accounts
- Sort and deliver mail and email to staff and campers
- Assist with general office duties as needed
- Whatever else is deemed necessary by the Team Leaders, Program Director, Food Service Coordinator and/or Executive Director

For programming purposes Luther Point Bible Camp holds the right to alter specific qualifications and responsibilities on an as needed, applicant specific basis. Changes occurring after employment begins will be discussed with the employee. Final decisions are at the discretion of LPBC.