



Silver Lake Conference Center

Job Description

Photographer

Reports to: Resource Coordinator

Position Purpose:

Takes photos and videos of campers and daily activities, producing high quality images for marketing, archival, and other camp use. Produces a weekly slide show and a digital photo collection.

Principal Duties:

- Take photos of daily camp life
 - Take weekly conference group photos, order prints, distribute at camper check-out
 - Take photos of all summer staff and post on staff bulletin board
 - Schedule self to capture weekly highlights such as all camp worship, ropes programs, swimming/boating, gardening, etc.
 - Ensure that all campers appear in the slideshow and the digital photo collection
 - Create a visual record of the summer
 - Create photos appropriate for marketing and promotion of camp
 - Inventory and order supplies and equipment as needed
- Keep digital files organized and available for use
 - Use Adobe Creative Cloud software to organize and label photos
 - Upload photos to SharePoint for internal use
 - Upload photos to online digital platform for family access
 - Provide access to online photos to anyone who has paid for a digital collection, including setting up reminder emails for when the collection will expire
 - Provide assistance to families attempting to access photos
- Assist in creating marketing materials
 - Pull out and organize photos/videos most suitable for marketing use
 - Assist in creating social media posts as requested
 - Assist in creating videos as requested
- Works as a member of the Resource Team
 - Assist Resource Staff with support to Deans as schedule allows
 - Assist with office tasks as requested
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation

- Ensure that conferee social, emotional, and physical needs are met
- Address or report safety issues
- Provide program support for games and night activities as scheduled
- Encourage conferees to try new things while maintaining a culture of challenge by choice
- Enforce rules, camp behavioral covenant, and conference covenant

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Photographer works closely with the Resource Coordinator and the volunteer Deans to ensure capturing a wide variety of photos showing life at camp. The Photographer works with the Administrator and the Program Director to ensure delivery of the digital photo collection and the creation of appropriate photos for marketing purposes. The Photographer works with the Resource Staff to support the summer conference program.

Equipment Used:

- Digital photography equipment, which could include, but is not limited to, digital camera, flash, tripod, video camera
- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- Age 18 or older
- Experience taking and editing digital photos
- Working knowledge of Adobe Creative Cloud software
- Excellent customer service skills
- Excellent organizational skills

- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience leading programs and activities with young people

Knowledge, Skills, and Abilities:

- Ability to handle confidential information with discretion
- Ability to work independently and to schedule self to meet deadlines
- Ability to evaluate the quality and appropriateness of photos for printing or posting online
- Ability to operate a variety of audio/visual equipment, including a digital projector
- Experience working in a variety of online platforms, including databases and communications systems (i.e., email, messenger apps, social media)
- Working knowledge of applicable State statutes and ACA standards
- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Superior communication skills
- Exhibit maturity
- Be an appropriate role model
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.