



---

## JOB DESCRIPTION | Videographer

### PURPOSE

The Videographer produces high-quality videos and photographs that creatively, accurately, and respectfully reflect the activities, people, and spirit of Camp Akita. The Videographer supports the mission and goals of Camp Akita by communicating the mission, vision, and message of Camp Akita to campers, families, and the world beyond Camp Akita's gates.

### RESPONSIBILITIES

Videographer responsibilities should be performed in coordination with the Program Director, who will provide guidance and direction.

#### During Staff Training

- **Overview the job.** Discuss the daily schedule and expectations of the Videographer with the Program Director. Seek guidance from those who have held your role before.
- **Listen and participate.** Actively participate in staff training sessions. Arrive on time, ask questions, and think about how you will use what you learn during your daily work during camp.
- **Build relationships.** Spend time getting to know fellow members of the Akita Staff.
- **Create your team.** Get to know the Program Director, members of the Program Team, and the Office Manager. Explore your individual gifts and leadership styles and communicate about best ways to work together.
- **Plan for the summer.** Gather ideas for storytelling through a variety of videos and photographs that showcase Camp Akita in creative ways. Create systems of organization to keep track of deadlines and equipment.
- **Inventory and set-up.** Gather all supplies and equipment needed and organize your office space. Test equipment to ensure proper functionality. In coordination with the Program Director, purchase any new equipment needed.
- **Video production.** Coordinate with the Program Team to film, edit, and produce videos that introduce campers to summer programs, theme, characters, and staff.

#### During summer

- **Daily photos and videos.** In collaboration with the Office Manager, take photos and videos that show a slice of life at camp to families through the Camp Today blog and social media platforms. Include photos of each cabin group.
- **Weekly Video.** Film, edit, and produce a video of each camp session to be shown to campers before Departure. The Weekly Video should show moments from all major camp activities throughout the session and serve as a reflection on the camp session as a whole.
- **Program videos.** In collaboration with the Program Director, film, edit, and produce videos for use during Skit Night and other fun and meaningful events.
- **Full-summer video.** Using clips from the Weekly Videos, produce a full-summer video to be shown on Akita Sunday and in Camp Akita promotional material throughout the year. This video should creatively reflect life at Camp Akita for campers of all ages.
- **Supplies and equipment.** Perform any necessary maintenance and care required for video and photo equipment.



---

## JOB DESCRIPTION | Videographer

### RESPONSIBILITIES OF ALL LEADERSHIP TEAM MEMBERS

- **Participation.** Attend all full-camp activities and participate actively, modeling enthusiasm and love for the full-camp community.
- **Leadership Team Meetings.** Attend daily team meetings and share information that's important for the full group.
- **Counselor.** When needed, step in to serve as a Counselor in a cabin with enthusiasm and compassion.
- **Driver.** May be required to hold a valid driver's license, complete a vehicle operation observation administered by the Camp Director, and drive a camp-owned vehicle to transport staff and campers.

### RESPONSIBILITIES OF ALL STAFF MEMBERS

- **Behavior.** Act as a leader to the campers by modeling good behavior and leadership skills.
- **Be a teammate.** Be helpful to other staff members and act in ways that support the full-camp community.
- **Cabin care.** Maintain a clean and respectful living situation in your cabin.
- **Health & rest.** Keep track of your personal health, get enough sleep, and ask for help when you need it.

### PHYSICAL REQUIREMENTS

To physically perform this job, staff must be able to:

- Regularly spend long periods of time sitting on seats and on the ground, both indoors and outdoors.
- Regularly move from sitting to standing positions effortlessly.
- Regularly spend long periods of time standing and walking.
- Regularly walk and hike on uneven surfaces, up and down stairs, and up and down steep inclines.
- Regularly spend long periods of time outdoors in weather conditions including heat, sun, and rain.
- Regularly sleep in a shared open-air cabin.
- Regularly eat while sitting at a shared table or on the ground.
- Regularly use hands and fingers to handle, control, manipulate, carry, or feel objects.
- Regularly see details of objects that are less than a few feet away.
- Regularly read, write, interpret, and respond to words printed in English.
- Regularly speak, listen, interpret, and respond to words spoken in English.
- May occasionally ride in a vehicle, including a school bus, for up to 90 minutes at a time.
- Occasionally lift 25 pounds.