

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

(Must be submitted to HR before first day of work)



Name:

Position: Media / Videographer – Summer Seasonal

Reports To: Program Director

Date Revised: 9/29/2020

FLSA Status: Exempt

POSITION SUMMARY

To assist in the development and promotion of PCCC program camps by connecting campers to Christ through personal interaction, creation of program videos, and concept work for summer and future program camps.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help in the creation, implementation, and management of media (photos, video, graphics).
 - Website graphics and editing videos
 - Creation of program videos
- Help in the capture of video and photos during camps.
- Concept work / creation of marketing materials for program.
- Overlap may occur in oversight of activities, registration duties, and various other program-related needs.
- Maintenance and management of Audio/Visual equipment.
- Work in various camp locations as well the office.
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace.

* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the employee's immediate supervisor.

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Possesses excellent verbal and written communication skills.
- Possesses interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Possesses excellent customer service skills and presents a professional appearance and demeanor.
- Possesses strong attention to detail and organization while managing multiple priorities.
- Is proficient in basic Microsoft applications (Windows, Office, etc.)
- Must have experience and knowledge through personal study and work experience.
- First Aid and CPR certified (will provide training).
- Proficient in Photoshop, Final Cut or iMovie and similar editing programs.
- Possesses good analytical and networking skills.
- Must possess exceptional time management skills, and can work independently.
- Must be able to lift up to 50 lbs.
- Must be able to walk and stand for a minimum of 2 hours.
- Able to squat, bend at the waist, grip and perform repetitive hand motions.
- The candidate must be able to work in a fast-paced environment and must have good leadership quality.

TYPICAL WORK SCHEDULE

- As a FLSA Exempt position, the instructor may be expected to work more than 8 hours a day, depending on the needs and schedules of the campers.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: _____ Sign: _____ Date: _____