

Guided Discoveries, Inc.

Position: Photography/Social Media/Audio-Visual Counselor (PSAV)
Location: AstroCamp & Camp Motorsport Clover, VA
Work Year: Summer
Responsible to: Camp Director/Head Counselors/PSAV Head/Social Media Manager

Minimum Qualifications:

1. Must have completed one full year of college.
2. Must be at least two years older than the oldest camper age group (oldest camper=17 years old).
3. Past experience working with youth as a camp counselor, recreation leader or other similar experience.
4. Must have strong communication and human relation skills.
5. Certification in lifeguard training, first aid and CPR **preferred (not required)**.
6. Able to accept supervision and guidance and assist in activities where needed.
7. Desire to live and work in remote camp community.
8. Desire to work with children and ability to supervise them in related activities.
9. Good character, integrity, flexibility and adaptability.
10. Enthusiasm, sense of humor, patience and self-control.
11. Must be able to successfully perform the essential functions of this position.

General Responsibilities:

A PSAV Team Member is responsible in four areas.

1. Photography – Taking good quality photographs of campers having fun to be used as detailed below.
2. Social Media – Helping create fun videos and photos to be used by our social media team.
3. Audio Visual – Set-up and teardown of all AV equipment in camp, as necessary.
4. Counselor – You will not have a group of campers but you will be called upon to cover groups as necessary.

Specific Responsibilities (Examples of Duties):

You are “Photo/AV Staff”

1. Be trained and competent with
 - a. iPhoto/Aperature
 - b. SmugMug
 - c. Snapfish
 - d. iMovie
2. Camp duties
 - a. Taking photos and uploading them to SmugMug daily
 - b. Taking “Team Photos” each session and ordering them from Snapfish
 - c. Creating the comprehensive final night slideshow
 - d. Assisting Photo Head with daily photos
 - e. Uploading photos when Photo Head is not present

You are “Social Media Staff”

1. Working with Guided Discoveries Social Media Manager
 - a. Brainstorming, and creating weekly content as assigned by Social Media Manager
 - b. Meeting once weekly with social media team

- c. 8 hours per week spent on social media projects
 - i. Includes weekly meeting
- d. Content gathering, creation and delegation

You are “Audio Visual Staff”

1. Assisting with the set-up of all AV needs as part of a larger team
2. Working with the PSAV Head
3. Learning how to correctly set-up all AV equipment

You are “Counseling Staff”

1. Train with counselors in all categories pertaining to camper interaction
2. Eat with campers at least one meal a day
3. Night watch every night (after campers are asleep)
4. When available join fellow counselors in respective villages during the day
5. When not taking photos or working on essential social media, be present at rec time and evening program
6. When not working on photos/social media be out and engage with campers
7. As best as possible, work to get all necessary tasks done during the day

Additional Duties

1. All kinds of logistics
2. Any other task deemed fit by Camp Director and Head Counselor

Essential Functions:

1. Must be able to effectively work with the campers, counselors, supervisors and other staff.
2. Ability to communicate any problems with staff or campers to Camp Director, Head Counselor, PSAV Head or Social Media Manager.
3. Ability to assist campers and staff in the transition of camp life.
4. Good physical condition with mobility, visual and auditory skills to maintain control of 8-10 campers in a variety of environments (in the dorms, on hikes, in learning sessions, in the water, etc).
5. Ability to lift, carry and move heavy objects when necessary.
6. Good communication and organization skills are necessary to ensure a good experience for the staff and campers.
7. Ability to properly respond to emergency situations and enforce appropriate safety rules.

Benefits:

1. Housing
2. Full meals at the camp dining hall when the kitchen is in operation.
3. Workers compensation insurance and State disability insurance.
4. Ability to participate in camp programs.
5. Opportunity to live and work in a beautiful outdoor environment.

Additional Note:

Please be aware that **BOTH** AstroCamp and Camp Motorsport programs run simultaneously. Meaning you are responsible for the job details for both camps.

Training Notes:

During training week this staff member should be trained or knowledgeable in

- The use of all media tools
- Storage, organization, and uploading of photos and media
- The traditional Camp slideshow layout
- The use of equipment for necessary tasks
- DSLR

- GoPro
- Waterproof Camera
- Speakers and other music systems
- Screen set-up

Details of the Job:

- Job #1: Making sure daily photos are taken of as many campers as possible
- Job #2: Assembling the final night slideshow
 - This is priority #1 Thursday day
- Job #3: Creating Social Media Content
- Use Head Counselor and/or Patroll to assist in the taking of photos
- Use instructors to take photos of their out-of-camp activities
- PSAV Head will assign someone to take charge of Final Night Slideshow
- PSAV Head will assign someone to take charge of Team Photos
- You can go on location for photos (as long as there is space in vehicles)
 - Please check in with PSAV Head before joining a class off-site