

Kentucky 4-H Camp

Position Description – Marketing and Promotions (Media) Intern

Qualifications	18 years of age or older CPR, First Aid, and AED Certification College experience preferred
Supervisor	Camp Director
Benefits	\$1,500 - \$1,900 monthly; meals and housing
Length of Employment	Seasonal (May to August)
Locations	J.M. Feltner 4-H Camp (London, KY)

SPECIFIC RESPONSIBILITIES:

1. Conduct educational, challenging, and fun classes in the areas of media: film, photography, video, newspaper, etc. Prepare detailed, progressive lesson plans for at least 4 hours of photography and 4 hours of video production. The staff is to be competent in presenting these activities to youth attending camp. (The Camp Director is responsible for the evaluation and counseling of each Camp Staff Instructor.)
2. Serves as the leader in the planning and implementation of a weekly video and/or slide show and a daily “newsletter”. Make sure all participants in class have proper parental consent to be videoed or photographed. Create and maintain a “media wall” to display photos from camp highlights, per camp director discretion. Coordinate proper media to camp for uploading to camp social media sites.
1. Maintain and care for all equipment associated with media, including physical, intellectual, and digital items. Check program equipment on a regular basis for safety, ensuring equipment is in good repair, and is stored in a manner to safeguard effectiveness. Complete an equipment checklist as assigned by your Camp Director.
2. Remove all equipment from service if not in good repair and complete a maintenance request form.
3. Where applicable, see that campers are aware of and are using all equipment safely.

GENERAL RESPONSIBILITIES:

1. The staff are to arrive at camp on a pre-designated day and time arranged by the Camp Director before opening day of camp. After that, they return from breaks between camping sessions at a time established by the Camp Director.
2. Staff must remain on the campground in camp housing throughout each camp session.

3. Staff will be available to assist the Camp Director in managing emergency events, e.g. severe weather, tornado warning, evacuation, missing camper. Specific responsibilities will be assigned.
4. The staff are to assist the county in executing the camp program in a team effort with adult and teen leaders and Extension Agents, all working toward one common goal of helping campers have an educational, safe and fun time at 4-H camp.
5. The staff are responsible to the Camp Director from camp "wake-up" to "lights out" for assignment to all camp duties and class responsibilities.
6. All staff are to be available to carry out their responsibilities at all resident 4-H camps and weekend 4-H camps, if requested. The staff are to be available and will be compensated when working for non-extension youth groups or outside rental groups.
7. They should maintain a good working relationship with co-workers, Camp Director, Extension personnel, volunteer leaders, campers and others.
8. They must report to the Camp Director any needs or problems occurring during the camp season.
9. The staff are required to keep working areas clean and free from safety hazards.
10. Staff must provide an end of year inventory and status report of all resource material, teaching aids, and equipment associated with their assigned areas.
11. Assist with camp operations such as food services, marketing, and camp cleaning.
12. Staff must perform any other duties as outlined by the Camp Director or Program Coordinator.
13. Staff must complete assigned duties and abide by 4-H Camp Policies and Procedures.

I have reviewed and understood the position description.

Employee Signature

Date

