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|---------------------------------|--|----------------------------|---------------------------------------|
| <b>Job Title:</b>               | Media Manager                          | <b>Property:</b>           | McNeil Scout Ranch at Peaceful Valley |
| <b>Camp/Department:</b>         | Operations                             | <b>Salary Level:</b>       | Based upon current salary chart       |
| <b>Location:</b>                | 22799 N. Elbert Rd<br>Elbert, CO 80106 | <b>Staff Supervisor?:</b>  | No                                    |
| <b>Reports to:</b>              | Ranch Director                         | <b>Certifications Req:</b> | No                                    |
| <b>Will Certify Applicant?:</b> | Not Required                           | <b>Driving Required?</b>   | No                                    |

**Job Summary**

The Media Manager will be responsible for taking photographs, videos and other media of campers, staff and activities at each of the ranch’s active camps and programs. The goal is to collect photos and videos that show campers having a great time at camp that is full of adventure. The Media Manager will also be responsible for taking a Unit Photo upon arrival for each unit & providing that to the adult leadership before they depart from camp. This position will also be a member of the social media team and is responsible for posting frequent updates to the ranch’s social media platforms. Ultimately the goal is to promote and market a great camp experience to help boost registrations for the current and future summers.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Attend camp activities such as classes, campfires, activities, games and other events to take pictures and/or videos at. Goals of the photos and videos are: Showing campers enjoying themselves and having a great time at summer camp.
- Take a photo of each unit upon arrival and provide a printed copy of that photo as well as make digital ones available to the unit leader.
- Coordinate with other staff members on when and where to be to take photos and videos of activities.
- Take a variety of photos, videos and other media of everything that happens on the ranch. This includes but not limited to: flag ceremonies, meals, classes (learning and doing), hard work, landscape/nature, adventures, weather, training, and most importantly campers having fun.
- Post updates to the ranch’s social media channels with photos and or videos following GCC and BSA Brand Guidelines and other policies as a member of the social media team.
- Post photos and videos from each week on the ranch’s social media channels. Make albums labeled with the camp and week so parents can search for photos of their children.
- Work with the Council’s marketing team to gather photos and videos that meet the goals and needs of the marketing team. Produce staged or real photos and videos to help meet this goal.
- This position may teach merit badge classes such as photography and movie making or other media related classes.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- All media collected must be maintained on Council-owned devices and software only. At the end of the season, submit a hard drive with organized photos to include the camp, activity, and designated “good” photos in each category.
- Other duties as assigned by Ranch and Council Leadership.

### **CERTIFICATIONS & REQUIRED TRAINING**

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

### **REQUIRED FOR THE JOB**

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Experience managing business social media accounts is preferred, but not required.
- A degree or working towards a degree in Marketing or Social Media Management or a related field is preferred but not required.
- Experience in a summer camp environment preferred but not required.
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.

### **DIRECTLY SUPERVISES**

- None

### **ADDITIONAL NOTES**

- All media maintained must only be stored on Council-owned devices or software/cloud space. Storage of media to personal devices or software/cloud space is prohibited.
- All media obtained over the course of this job is property of the Greater Colorado Council, Boy Scouts of America. Media obtained may not be sold or published outside of the GCC, BSA. Use outside of the GCC, BSA for use in portfolios or other needs may be used with written permission from the Camping Director or designee.