



## MEDIA COORDINATOR

GBBC 2026

<b>LEADERSHIP LEVEL</b>	Program Team (Level 3)
<b>SUPERVISOR</b>	Assistant Program Director & Program Manager
<b>POSITION TYPE</b>	Paid 12 weeks @ minimum wage (40 hours/week)

### Position Overview

The Media Coordinator oversees all tech needs for chapel, fireside, and general programming. In addition the Media Coordinator captures daily pictures and video footage to share with our campers through Flickr and daily as well as weekly wrap up videos throughout the summer. This position will creatively direct and focus our multi-media and social media throughout the summer.

### General Responsibilities

- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Must attend staff training.
- Adheres to the rules and regulations of the camp.
- As a part of the Program Team, be an example to the rest of the summer staff.
- Attends and participates in summer staff meetings.
- Attends and participates in Program Team meetings. Attends chapel and fireside.

### Role Specific Responsibilities

- Oversees, trains and spiritually mentors audio visual assistants (Mentorship students) who are assigned to the Media Team for the summer.
- Encourages the Media Team in all areas, while offering corrections on what needs to change and trains / coaches the team in necessary areas of growth.
- Oversees and produces a theme video for the summer theme.
- Oversees and is responsible for daily review videos & weekly review videos
- Is responsible for taking still photos of campers during each day.

- Is responsible for editing all still photos of campers each day and uploading them to Flickr.
- Responsible for sending the links to the daily & weekly review videos to the Administrator / Registrar so they can be sent out to campers at the end of each camping session.
- Records the testimonies of kids' campers, family campers and staff throughout the summer that can be used in various promotion videos.
- Responsible for the set up of all tech and sound equipment in the Chapel & at Firesides
- Responsible for running all sound and tech for Chapel experiences, firesides and Wide Games.
- Interacts with campers throughout the day.
- Serves as a Concierge to a Family each week of Family Camp
- May be required to serve as a Cabin Leader during Kids Camp and Teen Camp if needed.
- Responsible for getting cabin/ family pictures and having them printed each week.
- Participate in the weekly campus deep clean at the end of each camp week
- Must attend Staff Training

### **Qualifications**

- Must have been regularly involved in ministry within their local church or para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Strong work ethic.
- Must be a minimum of 19 years of age.
- Proven significant experience with cameras, sound gear and photo / video editing software.
- Proven creativity in the area of film and photography.
- Excellent organization and administrative skills.
- Good interpersonal and relational skills
- Excellent communication skills.
- Able to work with tight deadlines with ability to multi-task and troubleshoot.
- Able to exercise discernment and good judgment.
- Can work independently.
- Able to delegate to others and build a team.
- Understand and abide by the policies and procedures of Green Bay Bible Camp.

### **Staff Core Values**

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling Responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.*