

# Program Floater and Media Assistant

## Job Description

LAKE SPRINGFIELD CHRISTIAN ASSEMBLY



### General Responsibilities

The Program Floater and Media Assistant (PFMA) shall be responsible to assist in all programmed activities, recreation, housekeeping or office work as assigned by the Camp Manager or Operations Manager. This person is responsible for taking video and still pictures of every session of camp (Wilderness camps excluded) and working with the Program Coordinator to accommodate the Dean's scheduled group photo.

The PFMA shall be directly responsible to the Camp Manager.

The PFMA shall have a current Red Cross First Aid and CPR Certification and USA Archery level 1 certification while employed by LSCA. (Training and certification provided during staff training).

### Media Specific Responsibilities

1. Responsible to take video and pictures for all sessions of camp (wilderness camps excluded). Images and video from each session should total upwards of 50 posed or candid pictures and video surpassing 2 minutes compiled.
2. At the end of every session, the PFMA is to upload all media to shared folder accessible to the Camp Manager and the Program Coordinator.
3. Coordinate with the Dean (through the Program Coordinator), the times for group photos for each session. Provide jpg for group picture to Program Coordinator with plenty of time for development.
4. If PFMA would like to edit any media, this will be scheduled with the Program Coordinator.
5. At the end of the summer, produce a 60 second video.

### Program Staff Responsibilities

1. Assist in supervision of all programmed recreational activities. (Waterslide, Archery, Crate Stacking, Canoeing, etc.) Certification and training provided as necessary.
2. Clean chapel bathrooms or Dorm Bathrooms
3. At the end of each activity time, check area for lost articles, dirty or running toilets, and damaged or broken items.
4. Become a certified life guard (paid by LSCA) to assist at pool, canoes and during late night swims.
5. Help in Kitchen at assigned times and get appropriate Food Handlers Certification (paid by LSCA).
6. Maintain cleanliness and good organization of all recreational areas and equipment.
7. Primary responsible person to maintain organization and cleanliness of ball storage room. (At least 1 time per week).
8. Assist with canoe area as needed. Maintain orderliness of shed in boat dock area. Supervising/assisting in the canoe area will be scheduled by the Program Coordinator in conjunction with needs of the Camp Dean.
9. Daily pick up trash and straighten Steel Tent, sweep as needed.
10. Assist during canteen times.
11. Assist with the registration and check in process on first day of each session.
12. Assist with all Camp clean-up at the end of each camp session.
13. Assist with other camp activities at the direction of the Camp Manager or Program Coordinator. This will include on-call evening duty one or two nights per session.
14. Other duties as assigned.

(Revised 2019)