



POSITION DESCRIPTION - DIGITAL SPECIALIST

Position: Digital Specialist

Reports to: Program Director

Compensation & Benefits:

The Digital Specialist will be compensated at a flat rate for the duration of employment, at \$125 per day. The Digital Specialist, along with all seasonal employees, will receive lodging and meals on site throughout the summer program. As a seasonal employee, the Digital Specialist will not receive medical or retirement benefits. The Digital Specialist will be provided with personal growth and professional development opportunities throughout employment.

Overview: The Digital Specialist assists in implementation of Hills to Climb summer programming by documenting the experience through photography, video and social media. The Digital Specialist may also assist with group activity preparation or facilitation, as appropriate.

The Digital Specialist is a seasonal, exempt position.

MAJOR DUTIES AND RESPONSIBILITIES

The Digital Specialist follows the direction of the Program Director to document summer camp activities through photo, video and social media. The Digital Specialist works closely with peers, youth and leadership to design and deliver high quality and comprehensive products.

Responsibilities include, but are not limited to:

Video & Photography:

- Capture photos and video content of the Hills to Climb summer camp program, to include all aspects of the experience:
 - Variety of outdoor activities
 - Field trips and service projects
 - Group sessions: motivational talks, campfires, competitions, etc.
 - Individual photos

Social Media:

- Develop social media content highlighting the images and videos captured throughout the summer camp experience.
- Work closely with the Program Director and Executive Director to curate content appropriate for the intended audience. If requested, posting social media content on behalf of the organization. Offer suggestions to increase presence on social media.

Activity Facilitation:

- Assist with facilitating large or small group activities and other programming, as appropriate and requested.
- Provide an enriching, inspiring and meaningful experience to all campers. Enforcing rules and ensuring safety is top priority in all activities.



Collaboration:

- Collaborate with peers and teams to ensure a positive development environment for youth.
- Set a good example in character, decision making and demeanor.
- Work closely with partners and collaborators to provide a high-quality summer camp experience.
- As requested by the Program Director, coordinating with guest speakers, leaders of client groups, local contractors, and other collaborators to assist in execution of seamless programming.
- In all efforts, the Digital Specialist shall offer culturally competent, appropriate content.

KNOWLEDGE, SKILLS AND ABILITIES

- Must conduct themselves in a manner of highest professionalism.
- Must be open minded and culturally competent.
- Ability to exercise good judgment and self-control.
- Ability to effectively interact and communicate with camp staff, campers ages 12-18, and volunteers.
- Must demonstrate enthusiasm, trustworthiness, personal integrity and honesty.
- Must be able to work in a fast paced, hands on environment.
- Must be self-disciplined and organized to work independently and with limited supervision.
- Must have a passion for youth mentorship, forming relationships and teamwork.

QUALIFICATIONS

- Must have experience in photography, video creation and editing.
- Experience in developing and mentoring youth programming or in mental health services.
- Must have a love for the outdoors and outdoor recreation activities.
- Knowledge of and a passion for the health development of youth.
- Must be available for the entirety of the Hills to Climb summer experience, which includes several weeks in the month of July.
- Must complete required trainings and certifications prior to the start of camp.
- Must have a welcoming and charismatic personality.
- Ability to successfully pass a background check and other pre-employment screening.

PHYSICAL REQUIREMENTS include but are not limited to:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift & carry items up to 15 lbs.
- Able to sit at a desk comfortably for extended periods of time.
- Able to hear and speak to camp staff and campers.
- Able to see and read on computer screen and paper.
- Able to use hands and fingers to operate medical equipment, perform tests, etc.
- Ability to work in a constant state of alertness and safe manner.

EMPLOYEE ACKNOWLEDGMENT

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Signed

Date