



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: **Photographer and Computer Tech**
REPORTS TO: Operations Manager
SUPERVISES: None

SPECIFIC DUTIES

- Takes digital photos of kids at camp, including cabin photos, and uploads them to Bunk1 daily.
- Chooses the best daily photos and creates a CD-based slide show at the end of each camp session.
- Prints the daily Bunk Notes (camper emails) for distribution by the Office Manager.
- Monitors incoming camper faxes and collects them for distribution by the Office Manager.
- Identifies a specific author for a Bunk1 newsletter article daily, and follows up with them.
- Serves as the primary contact with Bunk1 (email, newsletter, and photo gallery)
- Keeps the computer lab neat and clean.
- Supervises, in general, the use of the computers by all staff members.
- Alerts the Camp Director if there is equipment in need of repair or replacement.
- Serves as the primary contact with NCATS, our ISP.
- Works closely with the Camp Director to modify and update the Camp Echo website
- Cares for and maintains equipment, supplies and property of camp.
- Submits an inventory and list of needs at season's end.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Assists the Main Camp Director in the assignment of campers to Camptivity classes
- Plans and coordinates with other staff evening programs and Olympics
- Aids in the development and education of LITs and CITs
- Substitutes for assigned Senior Counselors in a cabin when they are on their night off.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Shares responsibility of staffing layovers or bus duty with other staff members
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 18 or older, one year out of high school preferred
- Experienced with digital photography
- Computer literate. Skills in PhotoShop, HTML, Windows 98, and networking a big plus.
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals