



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:**                   **Photographer**  
**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 slide show at the end of each session to highlight camper activities.
- Prints the daily Bunk Notes (camper emails) and distributes to proper mailboxes.
- Monitors incoming camper faxes and distributes to proper mailboxes.
- Identifies a specific author for a Bunk1 newsletter article daily, and follows up with them.
- Informs Operations Manager of any issues with Bunk1 service and contacts Bunk1 directly in necessary.
- Keeps the computer lab neat and clean.
- Supervises, in general, the use of the computers by all staff members.
- Alerts the Operations Manager if there is equipment in need of repair or replacement.
- Works closely with the Operations Manager to modify and update the Camp Echo website as needed.
- Cares for and maintains equipment, supplies and property of camp.
- Submits an inventory and list of needs at the close of each session.
- At the close of each session, creates a DVD record of each session's photos.
- Works with Operations Manager to develop new and innovative ways to use photo/video to promote camp.

### **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 as needed.
- 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