

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Media Manager	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Operations	Salary Level:	Grade 3 / Marketing/Social Media Management Internship Credit
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	No
Reports to:	Ranch Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

The Media Manager will be responsible for taking photographs and videos of campers, staff and activities at each of the ranch's camps and programs. The goal is to collect photos and videos that show campers having a great time at camp that is full of adventure. This position will also be a member of the social media team and is responsible for posting frequent updates (daily) to the ranch's social media platforms. Ultimately the goal is to promote and market a great camp experience to help boost registrations for the current and future summers.

Job Description

ROLE AND RESPONSIBILITIES

- Attend camp activities such as classes, campfires, activities, games and other events to take pictures and/or videos at. Goals of the photos and videos are: Showing campers enjoying themselves and having a great time at summer camp.
- Coordinate with other staff members on when and where to be to take photos and videos of activities.
- Take a variety of photos and videos of everything that happens on the ranch. This includes but not limited to: flag ceremonies, meals, classes (learning and doing), hard work, landscape/nature, adventures, weather, training, and most importantly campers having fun.
- Post daily updates to the ranch's social media channels with photos and or videos.
- Post photos and videos from the week on the ranch's social media channels.
- Work with the ranch's social media team to manage the pages.
- Work with the Council's marketing team to gather photos and videos that meet the goals and needs of the marketing team. Produce staged or real photos and videos to help meet this goal.
- This position may teach merit badge classes such as photography and movie making.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a "closing report" at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned by Ranch and Council Leadership.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety – Drive Safely (Online Prior to Camp)
- FEMA ICS 100.c Introduction to the Incident Command System (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- Mandatory Reporting (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have a valid driver's license and history insurable by the insurance company
- Experience managing business social media accounts is preferred, but not required.
- A degree or working towards a degree in Marketing or Social Media Management or a related field is preferred but not required.
- Experience in a summer camp environment preferred but not required.

DIRECTLY SUPERVISES

- None

ADDITIONAL NOTES

- None