

Overall Purpose:

The video coordinator is responsible to oversee filming and editing the wrap up videos for each camp, the camps sponsorship video, the camps promo video, as well as numerous other videos for the summer program.

Organizational Structure

The Video Coordinator is directly responsible to the Program Director for the production of the weekly wrap-up videos, the camp's sponsorship video, and the camp's promo video. For family camp's and kids camp's orientation videos and the theme video, the Video Coordinator is responsible to the Assistant Program Director. The Video Coordinator will have a video assistant and will work together to accomplish all video related duties.

Principle Duties

- Adhere to the rules and regulations of the camp and as a summer staff, work to enforce and uphold those rules and regulations amongst the campers.
- Oversee and produce a theme video for the summer theme.
- Oversee and produce an orientation video for both kids camps and for family camps.
- Oversee and produce weekly wrap up videos for each of our summer camps.
- Oversee and produce a sponsorship video to be sent to each of our sponsors, and to be shown throughout each week.
- Oversee and produce a promotional video that can be shown during various presentations throughout the following year.
- Attend staff training.
- Attend morning staff meetings.
- Record the testimonies of a few kids campers, family campers, and staff throughout the summer that can be used later in the year for various camp promotions.
- Show a sample of each of the weekly wrap up videos to the campers on the last night of camp.
- Create and print the jackets for each of the produced DVD's.
- Interact with campers when you have free time.
- Keep living quarters clean.
- Follow the safety guidelines set by Green Bay Bible Camp in every area of camp.
- Be familiar with and adhere to the emergency procedures of Green Bay Bible Camp.
- Be flexible to assist in any area of the camp that might need assistance.

Qualifications

- Strong desire and willingness to serve
- Mature Christian
- Able to work with tight deadlines

Green Bay Bible Camp

Job Description: Video Coordinator

- The desire and ability to be a leader amongst staff as a whole
- Proven significant experience working with video editing software
- Creativity in creating videos that are fun and appealing, yet appropriate
- The ability to delegate and lead others in this area while empowering them to do their best
- Can work independently