



Summer Staff Job Description

Audio/Visual Technician

Ryan French, 2009 Camp Director
April Baker, 2009 Camp Director
PO Box 95, New York, NY 10028
Phone (212) 737-8258; Fax (212) 737-0098
camp@shilohnyc.org

General Responsibilities: To coordinate upkeep and maintenance of camp audio and visual equipment, coordinate with camp staff in order to create all audio and visual needs for all camp activities, document all camp activities through pictures and video, and teach audio/visual activities class. Fully participate in the camp activity program as time permits. Set an example for other staff with energy, enthusiasm, and excitement.

Ratio: One technician for the entire summer

Qualifications and Certifications:

- * 18 years of age & High school graduate
- * Experience with basic audio and visual technology.
- * Understanding of MAC operating systems, Power Point, Keynote, and Pro-presenter recommended.
- * Recommendations from at least two sources attesting to skills and abilities, would like to see portfolio if available.
- * Current CPR certificate
- * Able to work independently
- * Able to be flexible, inventive, and resourceful in assessing and creating the needs for camp.

Responsible to: Camp Directors

Specific Responsibilities:

1. Responsible for set up, monitoring, repairs, and corrections to A/V equipment.
2. Responsible for correcting any problems with audio and visual equipment.
3. Responsible for creating all visual and audio needs for all camp activities.
4. Capture and document through photos and videos camp life.
5. When audio/visual work is not required, be an active participant in all camp activity programs.
6. Assist, as needed, other support staff members.
7. Effectively mentor and teach a Counselor In Training (CIT) as they serve as the audio/visual assistant.
8. Teach daily morning activity class.
9. Teach/facilitate daily Cross Training class as well as participate in daily Cross Trainers.
10. Assist other support staff as requested with major camp tasks.