



**The Salvation Army  
Golden State Division  
CAMP REDWOOD GLEN**

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**POSITION:** Program Team: Christian Education - Media Lead  
**SUPERVISOR:** Assistant Program Director  
**DEPARTMENT:** Camp Redwood Glen  
**STATUS:** Summer Camp

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**THE SALVATION ARMY MISSION STATEMENT:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**OVERVIEW:**

Using media to communicate with staff and campers, you will be responsible for the planning, creative development, and execution of weekly rewind videos, chapel services, campfire devotions, and overall stewardship of staff and campers. The objective of the Media Lead is to create slides, manage videos, take weekly photos, and help organize, coordinate, and oversee the Christian educational and devotional portions of camp.

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**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Encourage, and support cabin devotions.
- Prepare and deliver campfire/cabin devotions as assigned.
- Communicate openly with Unit Leaders concerning perceived weaknesses or potential problems with cabin devotions.
- Provide resources and assistance to Cabin Leaders for use in cabin devotional activities.
- Assist with the planning, organization, and coordination of morning Chapel (devotions) for all campers.
- Responsible to oversee and coordinate AV setup for chapel, securing props and material for program use.
- Provide creative support for the development of an interactive learning space for staff focused on Spiritual growth and formation.
- Assist with the planning, organization, and coordination of worship services for campers utilizing creativity and innovation for services that not only appeal to but clearly communicate the gospel to children at camp. Services should involve the participation of other staff as appropriate.
- Encourage the development of the spiritual lives of camp staff members through conversation, prayer requests/praise lists, etc.
- Take high-quality photos and video daily of camper and staff activities, paying close attention to specific shot needs as directed.
- Create end-of-week video rewinds for campers to view at the close of camp.
- Create social media posts multiple times weekly.
- Maintain good organization of program supplies and ensure that materials are not wasted or misused and returned when borrowed.
- Conduct inventory prior to the first day of camp: maintain inventory for equipment and supply needs, turn in requests to Assistant Program Director(s).

- Conduct an inventory at the close of camp: provide camp administration with a list of equipment to assist in purchasing supplies for the following summer.
- Responsible for overseeing the cleanliness and neatness of the chapel, media box, and CE rooms by maintaining good organization of program supplies and ensuring that materials are handled and stored properly.
- Evaluate the current summer program area and make suggestions for the following summer.
- Assist with the opening and closing day procedures as requested by Assistant Camp Director.
- Assume responsibility for supervision and instruction for Salvation Army Programs (badge classes and Music/art classes) as assigned by the program schedule.
- Prepare activities/supervise campers during Free Time as scheduled.
- Assist the program team and Assistant Camp Director in preparation for evening programs, providing input with creative ideas, gathering and readying supplies and props, setting up, and assisting with the implementation of activities
- Actively participate in all evening programs.
- Assist with leading camp songs and participate in all evening campfires as directed.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Spend time with, befriend, and interact with all Cabin Leaders and campers to foster a quality camping experience in accordance with the stated goals of The Salvation Army's camping program.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

**All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.**

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**QUALIFICATIONS:**

- Must be at least 18 years of age.
  - Must have skills and experience in program leadership and Christian discipleship
  - Must understand Christian camping and the spiritual growth goals of The Salvation Army's camping program
  - Preferred a college degree with major in Christian Education
  - Must have the ability to teach others, particularly young children (8-18 years old).
  - Must have current CPR/First Aid/AED certification.
  - Must be of good moral character.
  - Must have a personal and growing relationship with the Lord.
  - Preferred previous camping experience either as a camper or as a staff member.
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**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

*Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.*

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**ESSENTIAL FUNCTIONS:**

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

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**Acknowledgment of Religious Purposes of The Salvation Army**

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

**At Will Employment Statement**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

***Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Assistant Camp Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_