

Visual Media Coordinator



Summary: As the Visual Media Coordinator you will be part of the CE Mission Weeks Summer Staff and you will be equipped and positioned to make a difference for Christ. Specifically, you will sharpen skills you can apply during the summer that will also be useful as you live at school, church, in the workplace, with family and in the wider community. A focused week is dedicated to training you for your Summer Staff experience including spiritual growth exercises, team building, personal development assessments, processing situational case studies, customer service best practices, and a day-by-day preparation process for all team and individual tasks.

Work in coordination with Mission Weeks Director to:

- Take various still shots & video of youth groups as they arrive and are unpacking and setting up for the week.
- Take group pictures after youth groups arrive, with their new CE Mission Weeks shirts on.
- Throughout the week, be available on the work sites to take photos of the teens and their leaders working.
- Video some teens working and interview them about their feelings on the job site, and this work camp experience.
- Video and photo during the gathering times, meal times, recreation time.
- Load photos and videos to the CE Google Drive or External Hard Drive.
- Use Instagram, Facebook and YouTube throughout the week to keep people updated at home.
- Towards the end of the week, get testimonies from youth, leaders and home owners about their experience.
- Photo shots of CE Staff doing their jobs
- Have a video ready to show for the first night/Sunday evening, including information about the community we are serving.
- Have a short video prepared of the day's events for each evening session:
 - Be sure that the music used in the video is public domain background music; we cannot use copyright music for a video without permission.
 - Each video should be about 5-7 minutes in length
- Work alongside MC, Speaker, and worship leader to deliver high-quality morning and evening programs to participants
- Produce a compilation video of the whole week for each youth leader to access from Shared CE Google Drive Leaders Folder.
- Share in the "common responsibilities" of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.

Be a spiritual role model seeking to honor the Lord Jesus Christ with your life.

- Choose behaviors that will be perceived as Christ-like from people of various church backgrounds.

- Be willing to set aside habits or hobbies that you believe are within your rights as a Christian if you believe a church may have different beliefs than you.
- Dress modestly, if clothing is not appropriate, will be notified and will be asked to change.
 - Visual Media Coordinator will be given:
 - a staff shirt, which is to be worn Sunday afternoon and evening
 - a name tag to be worn Sunday afternoon and evening
 - a camper t-shirt, which is to be worn on Monday
- Pray daily for God to work in and through the CE Mission Weeks ministry to draw homeowners, people from the community, and participants from the church closer to Christ.
- Share prayer concerns with the Mission Weeks Director.
- Provide daily updates and reports including any announcements that are required or adjustments suggested to the Mission Weeks Director.
- CE Unity Statement:
- By signing this contract, the Visual Media Coordinator agrees to abide by the CE Unity Statement in connection with Mission Weeks. See attached CE Unity Statement.
- Visual Media Coordinator will follow up with the CE Mission Week Director with any questions or concerns about attached documents.
- Serve under the responsibility, authority of and report directly to the Mission Weeks Director.
- The Primary Supervisor is Matt Ross, CE Mission Weeks Director
- The secondary Supervisor is Dr. Dave Coryell, Executive Director of CE
- Any additional supervisors will be authorized by the main Supervisor in the case of any of the above are not able to be present.
- Be on time for work responsibilities, meals and evening worship times unless arrangements are made with the Mission Weeks Director.
- Be the liaison between C.E., local church participants and anyone locally you meet.

Payment terms:

- Visual Media Coordinator will be paid \$250.00 a week
- Visual Media Coordinator may raise additional financial support
- Any additional expenses for the ministry from personal funds require approval and be signed by the supervisor.
- Lodging will be provided.
- Visual Media Coordinator is responsible for their own items/equipment for the weeks of ministry. These include and are not exclusive to:
- air bed, cot, etc.
 - bedding, sheets, pillow
 - personal clothing
 - personal toiletries
 - personal hygiene items
 - any personal items or food

Transportation:

- To Mission Weeks will be the responsibility of the Visual Media Coordinator
- Transportation will be provided to the Visual Media Coordinator during the weeks of ministry in either of the following vehicles:
 - Supervisor's vehicles

- Rental vehicle
 - Only people who are 21 years of age will be able to drive a rental vehicle
- With another group as necessary
- Use of a personal vehicle is not encouraged
 - If a person decides to bring their own vehicle, they will be responsible for all financial obligations with the vehicle (i.e., gas, upkeep, insurance, tickets, etc.)
 - Visual Media Coordinator under the age of 21 will need to receive adult/guardian approval to travel with their personal vehicle
 - The authorization needs to be in writing
 - Any supervisor mentioned previously needs to be informed of an underage person traveling with /in another Summer Staff's personal vehicle
 - The Visual Media Coordinator's personal vehicle will not be requested for CE transportation, therefore there will be no reimbursement for mileage unless some other agreement has been made with the Supervisor in writing and signed by both parties.

Personal development will be offered by CE:

- Each Wednesday afternoon the Summer Staff will meet with at least one of the supervisors.
- During the meeting the following will be addressed:
 - next week's schedule and groups
 - assignment of Summer Staff to their groups
 - leadership training
 - spiritual development
 - any other matter that is of importance at the time
 - Equipment:
- No equipment will be provided to the Visual Media Coordinator unless agreed upon in writing with the Mission Weeks Director.
 - Must be able to provide:
 - Mac or PC with software for creation of videos, presentation software and wireless communication abilities
 - Camera
 - Microphone
 - Any other equipment needed to do their role with excellence.

Intellectual Property:

- Any intellectual property created as Visual Media Coordinator for CE becomes property of CE
- If the Summer Staff desires to use intellectual property created for CE for their own promotional purposes for education reasons, a request must be made to CE in writing. CE will decide whether to grant the request or not.