



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION**

### **IDENTIFICATION:**

**Job Title:** Photographer (Camp Echo Summer Camps)

**Classification:** Exempt (salaried)

**Reports to:** On-Site Program Coordinator, Camp Echo

**Department:** (80) Camp Echo

**Full or Part-time:** PT/Seasonal

**Revision Date:** 10/19/2018

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### **SPECIFIC DUTIES:**

- Takes digital photos of kids at camp, including cabin photos, and upload them to CampMinder daily.
- Chooses the best daily photos (50-80 photos) and creates a slideshow at the end of each session to highlight camper activities & upload to YouTube before start of next session
- Work with Office Assistant to prints the daily camper emails and distributes to proper mailboxes.
- Identifies a specific author for a CampMinder newsletter article daily, and follows up with them.
- Informs On-Site Program Coordinator of any issues with CampMinder service and contacts CampMinder directly as necessary.
- Keeps the quiet room in PO neat and clean.
- Supervises, in general, the use of the computers by all staff members.
- Alerts the On-Site Program Coordinator if there is equipment in need of repair or replacement.
- Update Camp Echo website with new photos at the end of the summer.
- Put best of sessions into a photo book template and organizes summer pictures onto the Camp Echo external hard drive and sorts pictures for marketing team.
- Post on Facebook with Instagram daily with On-Site Program Coordinator
- Take photos of staff from the whole summer and make staff slideshow at the end of summer Banquet
- Cares for and maintains equipment, supplies and property of camp.
- Works with On-Site Program Coordinator to develop new and innovative ways to use photo/video to promote camp.

### **ADDITIONAL DUTIES:**

- Maintains the cleanliness of the living space to which he or she is assigned.
- Assists in the assignment of campers to CampMinder classes.
- Aids in the development and education of assistant counselors, CITs and LITs.
- Substitutes for assigned counselors in a cabin as needed.
- Shares responsibility for staffing layovers or busy duty with other staff members.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to do whatever else is deemed necessary by the Camp Director.

### **BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:**

**EXPENSE: NULL**

**INCOME: NULL**

**NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: NULL**

## MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	<b>Leader*</b>	<b>Team Leader</b>	<b>Multi-Team Leader</b>	<b>Organizational Leader</b>
<b>Values</b>	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
<b>Community</b>	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
<b>Inclusion</b>	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
<b>Relationships</b>	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
<b>Developing Others</b>	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
<b>Decision Making</b>	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
<b>Change Capacity</b>	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

\*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

## ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

## QUALIFICATIONS:

- Age 18 or older, one year out of high school preferred
- Experienced with digital photography
- Computer literate. Skills in file organization & Social networking a big plus
- Certified in CPR and First Aid. Lifeguard if possible
- Possess a variety of skills and experience with youth
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

## WORKING CONDITIONS (Check all that apply):

- Walking       Crouching       Lifting (25lbs)       Sitting       Stooping       Kneeling
- Climbing       Standing       Carrying (25lbs)       Pulling (25lbs)       Pushing (25lbs)
- Other: This position is expected to live on site.

**The Y: We're for youth development, healthy living, and social responsibility.**