



# Job Description and Employment Agreement

## Multi-Media Technician

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### I. Position Title

#### Multi-Media Technician

Camp operations staff, full-time position (approx. 40 hours per week)

### II. Position Summary

#### Overview

Under the supervision of the Director of Camp Programming the Multi-Media Technician is responsible for visually recording and documenting camp-related activities for the purposes of communications with camp-related audiences, promotions and aids for planning / optimizing future activities.

#### Key Tasks and Priorities

- Create video / audio recordings of camp activities and key operating procedures as instructed by the Director of Camp Programming, using both hand-held and drone-based video equipment, within Parkside's camper privacy policies.
- Edit / optimize the video files to maximize efficiency and audience response.
- Store the raw (as needed) and finished video recordings in Parkside's online resource (OneDrive), identifying and categorizing the material for ease of retrieval.
- Isolate still photographs from the videos as relevant to communication requirements.
- Create video interviews and testimonials with campers, camper family members and staff as directed by the Director of Camp Programming.

### III. Guidelines

#### 1. Conduct

- Commit to core Parkside operating and conduct practices:
  - Parkside Ranch's Mission and Community Service philosophy
  - Parkside Ranch staff performance expectations and Code of Conduct.
  - Follow all general Parkside Ranch operating and safety procedures.
- Maintain a positive, friendly and cheerful attitude in all direct contact with campers, camper families and staff, in a manner that reflects Parkside's Mission.

#### 2. Resources Available

- Supervisor and other year-round staff for consultation.
- All reasonably required resources relevant to the work.

#### 3. Accountability

- Participate in weekly staff meetings.
- Regular accountability meetings with supervisor.

#### 4. Working Relationships

- Reports directly to the Director of Camp Programming.
- Coordinates with other full-time operations and ministry leaders.

### IV. Training, Qualifications and Requirements

#### 1. Education:

- High school diploma or equivalent required;
- Post-secondary education in media production, film studies, or a related field is preferred.

#### 2. Experience:

- Minimum 1 years of experience in video recording and editing.
- Experience with drone-based video equipment is an asset.

**3. Technical Skills:**

- Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Knowledge of audio recording techniques and equipment.
- Familiarity with file storage and management systems (e.g., OneDrive).
- Strong understanding of composition, lighting, and sound principles.
- Ability to operate various video/audio equipment, including cameras, microphones, drones.

**4. Other Skills:**

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills
- Creativity and attention to detail.
- Ability to work in a fast-paced environment and meet deadlines.
- Knowledge of data privacy policies and procedures

**5. Certifications:**

- Valid driver’s license

**V. Compensation**

**1. Salary**

- This position provides an hourly salary of \$16.00.
- A typical week of 40 hours will have a gross salary of \$640.00.

**2. Professional Development**

- In-house training is offered by the Director of Camp Programming at startup and on a periodic as-needed basis, to support the candidate in performing the tasks listed in item II - Key Tasks and Priorities; the Director also serves as Parkside’s IT infrastructure and web resource.

**3. Vacation and Time Off**

- You will receive 4% paid vacation during this contract, effective in 2025.
- There are 9 statutory holidays available annually. If Parkside is running a program during a statutory holiday, then the day can be taken at another mutually agreed-upon time.

**V. Language**

The parties expressly requested that this document be drawn up in the English language. Les parties ont expressément demandé que ce document soit rédigé en langue anglaise.

**VI. Term of Agreement**

This agreement carries a term of 16 weeks from the first day of employment which is determined to be May 22, 2025 and the last day of employment being September 12, 2025. The agreement will be reviewed 2 weeks prior to its expiry date to discuss the possibility of an extension.

**VII. Affirmation**

We hereby affirm that we have read and agree with the terms of this Job Description and it is our intention to fulfill our commitment to the best of our abilities for the period of this Agreement.

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XXXXXXXXXXXX

Multi-Media Technician

Date

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Michael Drew  
Executive Director

Date