



YMCA CAMP CONISTON

PROGRAM AREA DIRECTOR-PHOTOGRAPHY

JOB DESCRIPTION

Overview:

- Photography is a part time program area, meeting three days a week and open only to senior campers.
- This role requires knowledge the ability to teach basic black and white photography to staff and campers.
- **Essential Function:** Knowledge of manual camera operations and the ability to process and develop black and white film using appropriate chemicals and an enlarger.
- The Photography Director reports to the Summer Directors.

Objectives:

- To develop and direct a fun and safe program that exposes campers to black and white photography, both taking pictures and developing them.
- To introduce campers to fun and different projects that can be done with developing film.

Responsibilities:

- To maintain safety at all times and to ensure that all other staff members are doing the same, especially around toxic chemicals.
- To supervise the staff and to see that each staff member actively participates in leading and teaching campers
- To be responsible for the proper care and storage of equipment, including cleaning when necessary.
- To maintain a safe and clean dark room, including locking the door when a staff member is not present.
- To allow everyone to participate and not to discriminate or favor campers based on skill level or any other factors.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.

Things to know:

- The chemicals you are working with can be very dangerous. If a camper is exposed to chemicals in an inappropriate fashion, bring them to the nurses immediately after ensuring that you and the other campers are safe.