



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Job Announcement

Job Title: Part Time Day Camp Photography/Media Specialist

WAGE: \$13.25

SCHEDULE: 20–25 hours/week 06/22/20 through 8/21/20 (more hours may be available, if desired)

All Staff Orientation June 10th - 12th, 9:00am - 4:00pm or June 15-17th, 9:00am - 4:00pm

Staff Shabbat Lunch: June 12th at 2:30pm

The MJCC is open to everyone!

Join our team at MJCC summer day camp—one of the oldest camping traditions in Portland. MJCC Day Camp offers full-day camp with a variety of options including arts and crafts, swimming, sports, theater, cooking, and more. Since 1947, kids love their summers at the J and return year after year.

TO APPLY: Apply online at our website: www.oregonjcc.org (select “About Us,” then select “Employment”). Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

JOB SUMMARY: The Photography/Media Specialist will schedule photo sessions for each camp and capture daily games and activities. This position works closely with the Marketing Director at the MJCC. Each week you will put together a slideshow of photos for the entire camp to view during our Shabbat celebration.

QUALIFICATIONS: (Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Personal performance experience in Photography/Media.
- Responsible experience providing Photography/Media instruction that includes recreational programming for children
- Knowledge of traditional camp Photography/Media related activities and games.
- Strong organizational and time management skills; knowledge of age appropriate children’s activities in a camp setting.
- Ability to work comfortably, tactfully and courteously with children, parents and other staff;
- High levels of enthusiasm, energy, and compassion.
- Strong communication skills—both written and verbal—with customers, supervisors, and staff. Commitment to open, direct communication.
- Experience producing or directing children in Photography/Media showcases preferred.
- Additional experience with camp programming preferred.
- Knowledge of Jewish culture and traditions preferred.
- Two years of college AND 2 summers of experience working in camp programs as a Photography/Media specialist, OR a satisfactory equivalent of experience and training that demonstrates the ability to perform the duties of the position.
- Ability to pass fingerprint background check, must be completed before the first day of camp.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of camp.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

- Ensure the general safety of participants; respond appropriately to all camper injuries; provide first aid if necessary. Complete required paperwork within designated time frames.
- Make appropriate judgments and decisions concerning youth participating in the program. Observe, evaluate and communicate effectively with children, parents and other staff.
- Develop and edit an archive photographs.

- Take photographs and videos of camp and campers throughout each week.
- Create a weekly slideshow to be played at Shabbat
- Aid with camp outreach.
- Maintain photo release list and accompanying paperwork.
- Update camp social media on a regular basis.
- Attend a weekly all-staff meeting and oversee pre care (7:30-9 AM) or after care (4-6 PM) as assigned throughout the summer.
- At the end of each week, prepare a brief, weekly report on the previous week's activities and plans for the upcoming week.
- With other program specialists, aid the Specialty Camps Unit Director and other staff in coordinating and managing all-camp events.
- Be familiar with, abide, and enforce the personnel, safety and program policies of camp.
- Maintain personal and ethical integrity by following through on responsibility, and by accepting and abiding by decisions regarding program and camp policy set forth by the Day Camp Director.
- • Coordinate and plan performances for Friday afternoon Shabbat, as assigned.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Work involves working indoors and outdoors in an environment that is quite noisy and busy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be exposed to a variety of environmental elements, including: dust and noise. Physical exertion required, including: lifting, climbing, bending, squatting and reaching.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

THE MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.