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## Technology Staff

*revised 11/24/ 2017*

### **TITLE:**

The title shall be TECHNOLOGY STAFF

### **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Minimum of high school graduate with preference given to at least one year of college. Experience/interest in using a wide variety of audio/visual equipment and a strong knowledge/interest in computers (specifically the Macintosh operating system). Must have up to date Background Clearances as required by the State of Pennsylvania.

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. A familiarity with a variety of audio/visual equipment is a vital part of this job. Extreme proficiency in the use of Macintosh computers is a must. This person is responsible for expensive equipment and is expected to exercise proper judgment and care in its use. It is important that he/she be a self starter and able to finish projects on time. Inasmuch as he/she may be exposed to private and confidential information, he/she is expected to keep that information private and to use discretion in discussing office matters with others. This is a high pressure job and the persons holding it must be able to perform under pressure and deadlines and be able to work well together.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

This position works under the supervision of the Director of Business & Operations

### **SPECIFIC DUTIES:**

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously. Check on a regular basis with the President for your top priorities as they may change on a regular basis.

1. Record and photograph different activities and events as needed or as requested, including use of the Jumonville drone.
2. Make sure all campus PA systems are working properly and set them up with microphones as needed.
3. Move A/V equipment around campus as requested. Make sure equipment is properly hooked up and that the group scheduled to use the equipment is aware of proper operating procedures.
4. Take camper pictures at registration and post to UTC database.
5. Take orders for pictures and DVD's, at registration and reconcile money before handing in to Office Assistant.
6. Obtain camera cards from the dean of each camp on a daily basis. These cards will contain pictures they have taken of their campers that day.
7. Choosing and posting daily digital pictures to the Jumonville web site for each camp.
8. Creating a DVD for each camp, of pictures from the week to fulfill the paid orders.
9. Taking group photos and handling the order and fulfillment process.
10. Creating packets for the deans for the last day of camp that will consist of sign out sheets, camper survey's, and camper packets that will contain their DVD's and pictures ordered, address lists, and other promotional material.
11. Organizing the best digital pictures from the summer.
12. Handling daily camper e-mails by printing out copies for delivery and sending a return response.
13. Video and audio editing to develop requested promotional/historical presentations.
14. Complete special projects as assigned and any other duties as specified by the Director of Business & Operations.