



JOB POSTING: Summer Camp & Event Assistant

Diocese of Baker: Redmond, Oregon



Position Title: Summer Camp & Event Assistant

Department: Office of Evangelization & Catechesis

Reports to: Evangelization & Catechesis Team

Location: Powell Butte & Redmond, OR

Date Posted: April 2022

Classification: Part-time (Contracted)

Dates of Service Needed: June 15, 2022 - August 10, 2022.

General Summary:

Are you looking to serve God and the Church while fueling your spirituality and growth? Then join us this summer for a great opportunity with the Diocese of Baker in Central Oregon. This tight-knit group is looking for an integral, collaborative, dynamic team player seeking to gain experience assisting with coordinating and implementing summer camps and events. A great resume builder for a college student or recent graduate.

Qualifications:

- A practicing Catholic in good standing with the Church
- Enthusiastic to share the message of Jesus with youth and families
- Excellent written, verbal, public speaking, and presentation skills
- Excellent organizational skills and attention to detail, time management
- Competent computer skills: Google Suite, Word, Excel, PowerPoint, Social Media
- Comfortable using various digital technologies/devices (i.e., camera, audio-visual...)
- Imaginative and able to create posters, backdrops, digital displays, flyers for future summer camps, etc.
- Independent and able to start and complete tasks without supervision
- Comfortable working with youth and families
- Flexible, willing to share ideas and work as part of a team
- Positive attitude and an openness to new ideas

Key Responsibilities:

- Assist in preparing for each event
 - Assist with marketing, communication, gathering and creating supplies, etc.
- Assist each day of camp/event
 - Assist in any particular set-up
 - Act as a principal photographer/media person for each event
 - Capture photos during the event
 - Collect interviews and comments from campers and attendees
 - Curate top photos for each day with a short daily summary
 - Maintain digital library of all photos/videos/interviews
 - Create daily story posts with photos of youth camp activities to email to parents
- Assist in writing a recap of each camp/event for publication

To apply for this position: please email your resume to Marie@DioceseofBaker.org