

Lake Geneva Kids' Camp

Media/Texting Coordinator Job Description

This job description is not official, as it does not have the user name and password for the online accounts. Please contact Erin at ecorbett@mnaoq.org if you are the person who commits to be one of the Media/Texting Coordinators.

Objective:

To effectively set up and run the texting software so that everyone at camp will be able to receive text from the camp staff. Make sure that the media for worship, halftime and the camp speaker gets set up and flows smoothly during worship center activities.

Report to:

Camp Coordinator & Assistant Coordinators

Responsibilities:

Pre-camp

1. Pray for all campers, volunteers and Evangelists.
2. Make sure all camp cell phones are activated and available for counselors after June 1st.
3. Make sure there will be a computer available to use in the worship center that is reliable to run any media that may be needed for worship center activities. (Pro-Presenter and a Mac are preferred)
 - The Worship Center got a new computer for this use in 2016 but please check to make sure that it is in good working order before camp.
4. Bring a laptop to run the web based texting program.
5. Week 1 only: Activate the web based texting program. (Currently using Mobomix & Gmail for those that Mobomix doesn't work for)
6. Read and understand the Camp Volunteer Manual.

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At Camp

1. Texting Responsibilities

- Get cell phone numbers from Camp Admin in a excel format and import contacts into web based texting program
- Be able to maintain contacts, add contacts that were missed into the texting program.
- If web based texting doesn't work for a person we are having them sent a text to: mnkidsministry@gmail.com and then add them to the contacts list in that Gmail account. (If you add them to a group you can then send out e-mails to the group)
- Distribute Camp Phones to counselors that do not have cell phones for use at camp. (Counselors have top priorities to Camp Phones, CIT's do NOT need cell phones)
- Week 3: Take the batteries out of any of the phones that were used throughout the 3 weeks for long term storage, including the office and nurse phone.

2. Media Responsibilities

- Set up computer in Worship Center (or make sure whoever you recruited to do so has everything that they need)
- Work with worship team to input the worship songs into presentation software
- Work with Halftime Coordinator and input any video/media needed for halftime
- Work with camp speaker and import any slides that they might have for their presentations
- Run media for Camper Orientation, all Morning Services, Evening Services and Halftimes.

3. Meal Server

- Arrive at the time listed on the schedule for the meals you are assigned.
- You will eat before serving at Breakfast and Dinner and between the 2 periods at Lunch.

4. Texts guidelines

- All texts need to be 160 characters or less.
- You can schedule texts to go out at certain times.
- The Director, Coordinator, Assistant Coordinators or Office Staff are the only ones who should direct you send texts not listed below.