

4-H Summer Camp Committee
Staff Position Proposal: Information Technology Coordinator
to replace 4.2.2 & 4.3.6 Camp Historian, Director and Staff Manual

John Trammell

Adult Position

4.2.2 Information Technology Advisor

The Information Technology Advisor has the following responsibilities:

- Assist the Information Technology Coordinator with photograph/video support, the reflection video, social media support, and other camp technology needs.
- Know the California 4-H Policy on websites and social media. Chapter 10, Section 15.
 - <http://4h.ucanr.edu/Resources/Policies/Chapter10/#XV>
- An administrator of all camp social media tools (facebook, twitter, & flickr)
- Assist webmaster in maintaining the 4-H Summer Camp website.
- Assist in supervising campers who volunteer to assist the regular camp staff in areas where help is requested.

Youth Position

4.3.6 Information Technology Coordinator

The Information Technology Coordinator has the following responsibilities:

- Photograph and video of all pre-camp and camp activities.
- Create a reflection video of photographs and videos taken during camp that will be viewed by the camp on the last day.
- Assist in promoting camp via camp social media accounts (facebook, twitter, flickr)
 - Follow the California 4-H Social Media Guidelines: <http://4h.ucanr.edu/files/133821.pdf>
- Assist webmaster in maintaining the 4-H Summer Camp website.
- Assist in any other technology needs of 4-H Summer Camp.
- Assist in supervising campers who volunteer to assist the regular camp staff in areas where help is requested.