

JOB DESCRIPTION FOR COMPUTER TECHNICIAN

POSITION: Computer Technician

RESPONSIBLE TO: Program Team Supervisors

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Computer troubleshooting & Networking experience (Windows Server 2003) recommended.
5. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

1. Set up a network for summer staff computers to be able to access internet, save files to summer server, and print to a network printer.
2. Ensure all computers have necessary software licenses and effectively administrate licenses.
3. Ensure all computers have latest software upgrades.
4. Ensure all computers have and are updated with the latest virus prevention software and definitions.
5. Troubleshoot computer / network / printer problems.
6. Set up any summer staff or volunteer computers who would like to access the internet with appropriate IP addresses, wireless keys, etc.
7. Help video techs with computer related inquiries and/or filming / editing when needed.
8. Help the video team produce "Good Morning Camp Caroline" Videos throughout the summer.
9. Ensure back-ups of both year-round and summer servers are frequently performed.
10. Be available to office staff for help with their networking and database inquiries.

Other:

1. Work in co-operation and conjunction with the Video Technicians.
2. Assist with drama and worship team according to skills and giftings.
3. Attend and participate in all Evening Specials and Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere.
4. Host meals as required within Program Team scheduling.