

Volunteer Position Job Description - Sample 4

Position Title: Photographer

Work Location: On location at SWESA events and activities and your home.

Purpose of the Position: Capture the spirit of SWESA members and the range of activities in photographs that can be used in SWESA newsletters and other promotional material.

Responsibilities and duties:

Take photos at SWESA events and major meetings.

With Program Coordinator ensure negative consent sign is displayed and those NOT wishing their photo taken are identified for you.

Select the best photos from an event and send them electronically to SWESA Program Coordinator.

Reports to: Program Coordinator

Qualifications: Can take clear, interesting photos indoors and outdoors, enjoys talking to people, can work with computer/camera interface in order to send photos electronically.

Commitment: Approximately 1-2 hrs/week.

Training: The Program Coordinator will provide orientation to the season's program catalogue and key events. She will be available for questions and assistance.

Other:

Photos will be archived in SWESA office.

SWESA members who do NOT wish their photo taken will be identified to you by the Program Coordinator.