

**CITY OF OVERLAND PARK
VOLUNTEER POSITION DESCRIPTION**

TITLE: Volunteer Photographer
DEPARTMENT: Recreation Services
DIVISION: Community Center
REPORTS TO: Supervisor, Recreation

JOB NO: VOL100
DATE: 5/25/2011
COST CENTER: 521
FLSA: Nonexempt

REPLACES: New Position

DATE:

JOB SUMMARY STATEMENT:

Photographer will capture timely, objective, narrative and candid photos of an event, class, program and/or facility utilizing their own equipment (camera, lens, lights, memory card, etc). Photographer will provide a DVD of all photos within 48 hours of photo shoot. "The City" will have full copyrights of the photos. Facilities include but are not limited to Deanna Rose Farmstead, Matt Ross Community Center, St. Andrew's Golf Course, outdoor swimming pools and the Soccer Complex. Special Events include but are not limited to Pooch Plunge, Night of the Living Farm, T.A.K.E. Defense, project graduations, weddings and Junior Golf Tournament. Programs/classes include but are not limited to group exercise classes, golf leagues and soccer tournaments.

DUTIES AND RESPONSIBILITIES:

1. Photographer will capture timely, objective, narrative and candid photos in a public setting; e.g., an event, class, program and/or facility utilizing their own equipment (camera, lens, lights, memory card, etc).
2. Photographer must obtain verbal permission from parents to photograph children under the age of 18.
3. Photographer will provide the Recreation Supervisor with a DVD of all photos within 48 hours of the photo shoot and the City will have full copyrights to photos.
4. The volunteer must work the days and hours necessary to perform all assigned responsibilities and tasks.
5. The volunteer must be punctual and timely in meeting all requirements of performance.

Title: Volunteer Photographer
Cost Center: 521
Date: 5/25/2011
Page 2

GENERAL QUALIFICATIONS

JOB REQUIREMENTS:

Must be 18 years of age.
Must successfully pass background check prior to employment.
Must have own method of transportation.
Must own or have access to digital camera and all necessary equipment to perform the above mentioned duties.
Must own or have access to computer to download pictures to a DVD.
Required to sign a Vendor Agreement upon employment.

SKILLS:

1. Knowledge in digital photography.
2. Good interpersonal skills.
3. Good verbal communication skills.
4. Independent and able to work with limited supervision.
5. Computer skills to download pictures to DVD.

MENTAL REQUIREMENTS:

1. Ability to follow directions and policies at all times.
2. Ability to follow safety precautions when on site.
3. Ability to select the appropriate camera angles, picture composition, filtering, lighting, or other treatment necessary to produce a desired special effect.
4. Ability to choose proper settings on cameras.

PHYSICAL REQUIREMENTS:

1. Ability to stand, sit, climb, kneel, squat and bend for 2 – 4 hours at a time.
2. Good hand-eye coordination.
3. Exposure to outside environmental conditions.
4. Ability to lift 15 lbs. and carry 50 ft.

The preceding job description has been designed to indicate the general nature and level of work performed by volunteers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers assigned to this job.