

Sample Volunteer Role Description

Below is a sample role description for a volunteer photographer, not all of the elements will be relevant to every organisation. You may wish to add more information or subheadings as required.

Volunteer Role - Photographer

Our Organisation

Claytown Community Project runs supportive and safe after-school clubs for under-served youth aged 12-17 in the Dublin 12 area. We engage volunteer mentors to provide tutoring on a one-to-one basis, helping students improve their knowledge in a given subject. They also help our young members to explore their own ideas, develop skills and build a positive sense of self through a variety of creative arts initiatives.

Overview of the Volunteer Role

Claytown Community Project is hosting its annual Creative Youth Showcase on 15th December providing our young members with the chance to display the projects they have been working on over the course of the year. Family members, friends and key stakeholders will be present at this semi-formal showcase. It is a very important night for Claytown and for this reason we require a suitably qualified photographer to help us capture the night as it unfolds.

Tasks

- Meet with the manager of Claytown Community Centre before the event to discuss the brief
- Capture the proceedings of the evening from start to finish
- Record names of those photographed
- Seek permission for Claytown Community Project to use the photos on its website and newsletter
- Upload the photos on Flickr after the event
- Provide Claytown with a CD of photographs

Time Commitment

15th December, 6pm – 10:30pm. After the event a follow-up meeting may be required (the exact time and date of which will be agreed between the photographer and the manager).

Location

Event location - Tower's Hotel, 7 Exchange Street, Dublin 8.

Organisation location - Claytown Community Project, 143 Halbury Road, Dublin 12.

Skills, Experience & Qualities Required

- Professional photography experience (evidence of work required)
- Access to own photography equipment
- Good IT skills – including ability to upload photos onto Flickr
- Ability to relate well to young people
- Intermediate level of English
- Keen eye for capturing 'natural' shots
- Professional but welcoming manner
- Commitment to the ethos of volunteering and community initiatives

Training & Induction

- The volunteer will receive an induction to the organisation prior to the event
- The volunteer will receive instructions from the manager upon arrival at Tower's Hotel on the night of the showcase

Support & Supervision

- The manager of Claytown Community Project will be the direct supervisor for this role
- The volunteer will receive ongoing support from the supervisor

Benefits

- Personal development
- Opportunity to build up portfolio experience
- Opportunity to work in and learn about the voluntary sector in Ireland
- The chance to contribute towards the personal development of young people from under-served areas of Dublin
- Reimbursement of public transport costs incurred by the volunteer upon submission of receipts
- Light refreshments will be served for all volunteers and guests on the night of the showcase

Expectations

- The volunteer conducts him/herself in a professional manner
- The volunteer is respectful towards all stakeholders present on the night
- The volunteer will not speak on behalf of Claytown Community Project without prior approval from the manager
- Good time keeping

