



VOLUNTEER POSITION DESCRIPTION

Position Title: Volunteer Photographer or Videographer

Responsible to: Manager - Strategic Engagement

Objective of Position: To capture photo or video images - highlighting ICA's vibrant and innovative programs - to be used in ICA reports, social media and promotional materials

Position Activities:

- Captures photo or video images at ICA programs and events on an on-call basis
- Provides edited digital images to ICA
- Interacts with ICA stakeholders, including staff, clients, volunteers, community partners, supporters
- Maintains communication with Manager - Strategic Engagement regarding project needs, goals and timelines

Benefits:

Interacting in an inter-cultural environment; learning opportunities to enhance skills

Requirements of Volunteer:

- Ability to capture digital images using photography or videography
- Owns photography or videography equipment
- Intermediate level spoken English
- Cross-cultural experience or personal commitment to learning about other cultures
- Able to accept direction and feedback from project manager
- Excellent interpersonal skills, and ability to work effectively with stakeholders in a friendly and patient manner
- Strong organizational skills and attention to detail
- Reliable and able to carry out duties independently
- A criminal record check is required

Time and Commitment:

- On-call; 1 – 3 hours per shift
- Shifts varies: primarily daytime; may include evenings or weekends
- Minimum 3 - 6-month commitment
- Position located at ICA and other locations where ICA events take place

Guidance and support provided by Manager - Strategic Engagement

Updated July 2019