

# Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## MARY'S HOME VOLUNTEER PHOTOGRAPHER POSITION DESCRIPTION

<b>Title:</b>	Volunteer Photographer
<b>Accountable To:</b>	Associate Program Director
<b>Status:</b>	Volunteer position without opportunity for employment

### Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

### Position Purpose & Overview

The purpose of the Volunteer Photographer is to produce professional quality photos that can capture key events or volunteers staging as residents to be shared online and on our social media. Each year, we have special events that honor and recognize the achievements of the residents as well as holiday celebrations that bless the residents. With a Volunteer Photographer, key events can be shared in our community and the mission of Mary's Home can spread even further.

### Responsibilities

- Work alongside and support the Associate Program Director to shoot and edit for key events/holidays
- Produce professional quality photos to capture key events or day-to-day life at Mary's Home
- Be able to take directions and vision from the Associate Program Director or Advancement Team and run with it
- Collaborate and work with other Media volunteers to carry out overall project
- Be available to take pictures for scheduled events such as Bringing Christmas to Mary's Home, the Mary's Home Academy Awards, fundraisers, and other Mary's Home events
- Provide pictures to Dream Centers Advancement Team within the following week to be used on social media, etc.
- Provide a release for Dream Centers to use pictures on all social media and web platforms. Photographer can be credited with all public work if desired.
- Communicate any questions or concerns you may have to the Associate Program Director

### Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Experience in creating professional quality photos
- Experience using Lightroom or another photo editing website
- Experience in choosing locations and visual props
- Can shoot in different angles
- Excellent communication skills, including holding boundaries with what projects Volunteer Photographer can and cannot take on based on other commitments
- Excellent ability to work with deadlines and communicate when a deadline may not be met
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.
- Have a desire to serve and love the residents and staff

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## Time Commitment

Minimum of 3 to 5 hours per three-month period (can include off-site time serving on evenings and weekends for events and editing)

## Physical Requirements:

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements			X
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder			X
Reaching Forward			X
Carrying			X
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X