

Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME VOLUNTEER VIDEOGRAPHER POSITION DESCRIPTION

Title: Volunteer Videographer

Accountable To: Associate Program Director

Status: 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 Videographer at Mary's Home is to produce professional quality highlight videos, videos of volunteers, and videos of actors that represent the residents at Mary's Home. Creating highlight videos of events celebrating resident achievements, and showcasing what it is like to volunteer at Mary's Home is a powerful way to show our community the true impact of Mary's Home. By having a Volunteer Videographer, the voices of single-mother families can be heard in our community and the mission of Mary's Home can spread even further.

Responsibilities

- Work alongside and support the Associate Program Director to create highlight videos for key events/holidays
- Be able to take directions and vision from the Associate Program Director and run with it
- Collaborate and work with other Media volunteers as needed to carry out overall project
- Be available to film 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 videos to Dream Centers Advancement Team within the following month to be used on social media, etc.
- Provide a release for Dream Centers to use content on all social media and web platforms. Videographer 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 videos
- Experience in choosing locations and visual props
- Can shoot in different angles
- Can do video editing and add effects

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- 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
- Have a desire to serve and love the residents and staff
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.

Time Commitment

Minimum of 2 to 5 hours per three-month period (can include off-site time serving on evenings and weekends)

Physical Requirements:

Working Environment	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
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder			X
Reaching Forward			X
Carrying			X
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X