

Position Title: Photographer/Videographer

Supervision Accountability: Volunteer Coordinator

Position Purpose: *Using your creative eye to capture, edit and produce professional print and digital images you will bring inclusion and diversity into focus according to the project goals in consistent alignment with the EDCL brand.*

Location(s):

- Elmira, ON – location of work may vary by project.

Time Commitment:

- Commitment varies by project (Specific in person dates/times or deadlines will be communicated before project assignment/acceptance)
- Approx. 3 hours or less per in-person session
- Some remote work will be required (>10 hrs/month)

Duties and Responsibilities:

- Arrive to event or project location with a positive attitude and all required equipment to meet project goals
- Capture photos (and/or video) in a manner that respects the subjects, staff and other volunteers
- Securely edit, share and store all images and/or recordings according to EDCL privacy guidelines and recommendations
- Ability to understand and meet objectives as outlined in the project
- Communicate efficiently and effectively with project team to meet deadlines

Qualifications:

- Must have own high-resolution digital camera (cell phones not accepted)
- Knowledge, skills and access to photo editing software
- Understanding of photo management to maintain privacy

Level of Risk: Low

Other Requirements:

- Must be 16 years or over
- Acceptable Vulnerable Sectors Check (VSC) may be required for some projects. (Where required, provide the original VSC within 180 days of the date issued. Existing volunteers with a current VSC on file satisfy this requirement)
- Complete training and orientation prior to beginning the position
- Must be able to maintain confidentiality

Boundaries and Expectations:

- Understanding of and commitment to EDCL's mission
- Act in accordance with EDCL's values to foster inclusivity and diversity
- Abide by all EDCL policies and procedures (working on-site or virtually)
- Must not leave premises with any person supported by EDCL
- All images (and recordings) are the property of EDCL and must not be shared or reproduced without expressed written permission

Supervision and Support:

- Supervisor, designated staff or volunteer Communications Liaison will be:
 - Nearby to provide support and immediately available if needed (in-person)
 - Available upon request by phone or email (for remote work)
- Ongoing performance feedback is provided by Supervisor
- Annual feedback and exit interview completed with Volunteer Coordinator

Training:

1. Volunteer orientation session – Approx. 1 hour
2. Annual policy and procedure refresher training is mandatory
3. Site specific training session provided (as applicable to the project)

Benefits:

- Actively contribute to the positive image of EDCL in the community and online
- Opportunity to improve attitudes and beliefs of people in our community about people with intellectual disabilities
- Enhance leadership skills in communication and interpersonal effectiveness as part of a dynamic team
- Create new relationships with others in the communications and marketing industry
- Eligible for community volunteer awards nomination
- Letter of reference upon request

Application Process:

1. Complete and submit a signed application including TWO references
2. Participate in an Interview with the Volunteer Coordinator (may be online/phone/in-person)
3. Submit a satisfactory Police Records Check (Vulnerable Sectors Check)
4. Those applicants selected for the position will be contacted to arrange Training and Orientation, and to review next steps. References will be checked.

Contact:

Volunteer Coordinator at volunteer@elmiracl.com or call 519-669-3205