



Dane County Humane Society Volunteer Position Description

Job title: PHOTOGRAPHER

Reports to: Development & Marketing Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by assisting the shelter in reuniting lost pets with their owners and finding new homes for the homeless pets in our care by taking photos of the animals.

Duties and responsibilities:

- Take photos of our stray and adoptable animals
- Upload photos to Pet Point the same day that the photos are taken
- Upload photos to Flickr if necessary
- Take photos at events

Requirements:

- Minimum age of 18 years old
- Strong computer skills
- Experienced with digital photography
- Must provide own photo equipment (SLR camera preferred)
- Portfolio presented for staff review
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours

Training, Schedule and Commitment:

- Training is a minimum of 2-3 one-on-one sessions
- Participate in ongoing evaluation program
- Stray photography shifts are available 11am – 1pm, seven days a week
- Non-stray photography shifts are two-hour shifts with a flex start time, between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday.
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two-hour shift worked per week, including time spent onsite or at home to download photos; for a minimum of six (6) months.