**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Photographer

**RESPONSIBLE TO:** CAPS Volunteer Coordinator

**LOCATION:** Police Operations Center and all four substations

**GENERAL DESCRIPTION:**

Photographers works closely with staff and guests to capture photos of people and places through the use of creativity and technical abilities using photographic equipment and photo manipulation software.

**RESPONSIBILITIES:**

* Take professional pictures of various promotions, retirements, and other important departmental events
* Work closely with staff and guests to produce high-quality photographic images
* Use artistic knowledge to enhance and compose photographs
* Review sets of photographs and select the best results
* Operate photographic equipment such as digital cameras and lighting
* Have ability to upload and share photos into shared police file

**TIME REQUIRED:**

* Varies – generally 1 – 2 events/month

**QUALIFICATIONS:**

* Age 18 years or older
* Detailed knowledge of photography and lighting
* Strong creative presence and artistic flair
* Customer focus with a desire to deliver quality
* Able to follow instructions clearly to achieve desired results
* Able to stand and move around for long periods at a time

**REQUIRED PRE-SERVICE TRAININGS AND AGREEMENTS:**

* Authorized Use Policy (AUP)
* Security Awareness Training (SAT) Agreement
* Volunteer Agreement and Release of Liability
* Volunteer Ethics Agreement

**BENEFITS TO VOLUNTEER:**

* Be an important part of a national award-winning volunteer program
* Support public safety initiatives in your community
* Gain valuable experience taking professional photographs of important community leaders and events
* Civic engagement
* Provide memorable and historical photographs for the Colorado Springs Police Department