



Volunteer Position Description: Volunteer Photo & Video Contributor

Cat Care Society is a private, non-profit cat shelter founded in 1981 to improve the quality of life for cats in need in the Denver metro area. Our unique, free-roaming approach views *all* cats as worthy, regardless of their age or abilities. Volunteers play a crucial role in helping our adoptable cats find loving homes.

6-9-2023 | Updated 2-16-2024

Position Title: Volunteer Photo & Video Contributor	Reports To: Communications Director
Location: On-site at shelter and off-site at events	Time Commitment: Varies
<p>Position Description: Supports the shelter’s marcomm team by providing visual assets from the shelter and key events to use in marketing materials.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> ● Take photos and capture video clips at Cat Care Society events (some may be at the shelter and others will be offsite at various locations in the Denver metro). ● Edit and submit finished photos/galleries and video clips to CCS marcomm team within 2-5 days of the event (deadlines and shot lists to be provided prior to each event). ● Assist with other photography needs in the shelter as needed. ● Interact with CCS staff, volunteers, visitors and attendees by maintaining a professional demeanor and serving as an ambassador of the shelter in the community. 	
<p>Requirements/Skills:</p> <ul style="list-style-type: none"> ● Photography experience ● Use of a professional camera preferred; high-quality cell phone camera OK ● Access to photo editing tools (e.g., Photoshop) ● Ability to use and submit finished products via Google Drive ● Creativity, patience and attention to detail ● Basic knowledge of social media trends preferred but not required 	
<p>Benefits to the Volunteer:</p> <ul style="list-style-type: none"> ● Playing a crucial role in sharing the story of our shelter and ultimately helping CCS cats find loving homes. ● Valuable experience and portfolio pieces. ● Recognition as a CCS volunteer. 	

Benefits to Staff:

- Help staff by not having to be everywhere at once (sometimes there are multiple events and needs on the same day or on evenings/weekends).
- A polished library of professional images to use in marketing materials.
- Easy access to imagery to use in publications to show and not just tell our story.

Training and Supervision:

- A brand and style guide will be provided to the volunteer for reference.
- CCS' marcomm team will provide guidance and be available for questions.
- Volunteer will be required to use Volgistics to track their hours and check in with the Communications Director, Marketing Coordinator or Volunteer Manager before each event requiring their attendance.

Questions? Email CCS' Director of Communications at ahuggett@catcaresociety.org.