

Volunteer Position Description



NTC at Liberty Station
2750 Historic Decatur Rd. Studio 103
San Diego, CA 92106

Position Title: Special Events Volunteer

Position Description: Outside the Lens is seeking special event volunteers to assist during events and projects that deepen our goals and furthers our mission. The volunteer will follow the general direction of the volunteer coordinator and will be given specific instructions and tasks dependent on each event.

Benefits: Volunteers will be able to gain hands-on experience in project execution and engaging with community members. Volunteers will also become part of a larger network of professional photographers/videographers and have multiple opportunities to build their connections. Lastly, volunteers will increase their understanding of non-profit organizations. If you are a college student seeking internship credit, arrangements can be made with your school.

Responsibilities

- Varies depending on each event and project, but usual responsibilities include greeting, registration, cash handling, set up, break down, and operating camera equipment
- Assist in coordinating event-related projects with Outside the Lens staff
- Ensure that all policies and procedures are met

Qualifications

- Experience and willingness to work with people from various backgrounds
- Strong communication skills
- Dependable, adaptable, flexible, and punctual
- Possess strong interpersonal skills
- Reliable mode of transportation
- Open availabilities during weekdays and/or weekends
- Self-motivated and able to work well with little supervision
- Complete a volunteer application and clear a background check
- Able to attend an event orientation and complete training specific to volunteer position

Equipment: Outside the Lens provides all electronic equipment and materials for coordinating programs and events.

Time Commitment: Flexible depending on volunteer's schedule

Location: OTL Media Lab, 2750 Historic Decatur Rd – Barracks 15, Suite 103, San Diego, Ca, 92106
Varies depending on special event location

Contact: Kristian Castro, Volunteer Coordinator, email kristian@outsidethelens.org

How to apply: Learn more information about our organization at outsidethelens.org. Please submit all completed applications to our volunteer coordinator, Kristian Castro, at kristian@outsidethelens.org. You will be contacted within two weeks upon submission.

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Give a kid a camera, change the world.
Outside the Lens is a 501 (c)(3) nonprofit organization.