

# Volunteer Position Description



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

**Position Title:** Special Projects Volunteer

**Position Description:** Outside the Lens is seeking special project volunteers to expand our organization through the coordination of inventive initiatives to deepen our impact and broaden our scale. The volunteer will follow the general direction of the volunteer coordinator and may work regularly with other staff or volunteers.

**Benefits:** Volunteers will be able to gain hands-on experience in project execution and working to build digital media access for underserved youth. 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 proposed project.
- Ensure that all policies and procedures are met

## Qualifications

- Experience coordinating and leading projects to completion
- Experience working in nonprofit organizations
- 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 OTL orientation and complete training specific to volunteer position

**Equipment:** Outside the Lens provides all equipment and materials for coordinating projects.

**Time Commitment:** Flexible depending on volunteer's schedule and commitment

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

**Contact:** Kristian Castro, Volunteer Coordinator, email [volunteer@outsidethelens.org](mailto:volunteer@outsidethelens.org)

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

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