

Volunteer Position:	Yearbook Camera Maintenance & Photo organizer	Previous Volunteer in Position:	Jackie Leone
Reports to:	Yearbook Coordinator	Volunteer requirement: Parent	
Report frequency:	when needed		

Purpose of the Role: (point form)

- to maintain Yearbook Cameras
- to organize photos taken on Yearbook Cameras

Background notes of position (brief history of the position/role):

Responsibilities/Expectation of this position:

- check cameras (4) to ensure the backup batteries pouch has batteries
- check that 'safety straps' are fastened (to prevent the camera being dropped the camera strap is looped through the camera case strap and the camera case is hung around the photographers neck)
- download photos to designated area
- tag and sort photos
- cameras may be divided 3 divisions per camera and a camera colour assigned to each division to narrow down the students to be identified in photos