

Volunteer Position Job Description

Position Title: Photo Archivist

Work Location: SWESA's office at Yellowbird East Community Hall

Purpose of the Position: The Photo Archivist will organize SWESA's electronic and paper copy photos to reflect the history and development of Edmonton's newest Seniors Activity Centre.

Responsibilities and duties:

- Examine current photo files and eliminate duplicate photos.
- Organize photos by year and then event, as is possible.
- Identify one Board photo per year where Board members can be identified by name.
- Develop electronic file organized by year.
- Develop file of any paper copies, organized by year.
- Develop file of any papers related to photo consent.
- Propose policy for ongoing archiving of photos.

Reports to: Chair, Marketing and Communication Committee - or Board Secretary - or retired Board Member who might agree to be point person on this.

Qualifications: Basic knowledge of computers and working with photo files on computer.

Commitment: This is a project position so the time commitment per week is up to the volunteer. Ideally, SWESA would like this completed within 3 months from start.

Training: The lead person (identified in the Report line above) will provide orientation on where the files are currently located and will be available for questions and assistance in identifying photos.
