



Board of County Commissioners

Department of Community Services

Animal Services Division

4030 S. Airport Road Inverness, FL 34450

(352) 746-8400 FAX (352) 726-4120

www.citruscritters.com

VOLUNTEER JOB DESCRIPTION

TITLE: **Animal Photographer**

OBJECTIVE: Increase animal adoptions by taking photographs that highlight the animal's physical attributes and personality

LOCATION: Animal Services

TIME COMMITMENT: Four hours per week at the shelter; plus time spent at home editing and posting the photos

AGE REQUIREMENT: minimum 18 years old

REPORTS TO: Volunteer Coordinator

DRESS CODE: Casual, name tag, closed toe shoes

RESPONSIBILITIES:

- Become familiar with the policy on the types of photos accepted for the web page
- Work with a team of volunteers to pull the dogs from the kennels
- Choose location and set up back drop, or setting
- Utilize www.citruscritters.com to select the animals that need a new or retake photo
- Create a list of animals to be photographed and their location
- Photograph animal face, body and possibly an action shot showing their personality
- Review and select the best photos
- Edit photos as needed
- Upload photos to the web

QUALIFICATIONS:

- Be an approved volunteer
- Be comfortable around and handling dogs and cats of all sizes and temperaments
- Digital photography experience
- Own photography equipment, cell phone cameras not recommended
- Ability to work with a team of volunteers
- Independent, dependable and flexible
- Able to create and follow a schedule

TRAINING PROVIDED:

- Overview of acceptable types of photos and related policies
- Overview of the facility and kennel locations/names
- Pet point software