

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Access Fort Wayne

REPORTS TO: Access Fort Wayne Staff

POSITION TITLE: Camcorder Operator

DATE: January 2005

POSITION SUMMARY: Operate camcorder at various locations in the community.

MAIN DUTIES: Under Leadership of Access Fort Wayne staff and community producer:

1. Pick up and sign-out camcorder and other equipment from Access Fort Wayne and transport equipment to the location of the videotaping.
2. Assist producer in set-up and preparation of location for taping.
3. Operate camcorder, videotape program, and give cues to talent during the production.
4. Help put away all props and equipment after the production.
5. Return the equipment back to the Access Fort Wayne office.

COMMITMENT: Camcorder Operators must be available to work at least one production every three months. Volunteers are contacted, via telephone, by producers and scheduled to work. Times and dates vary according to production.

INTERRELATIONSHIPS: Regular, direct contact with producers and talent; indirect contact with public. Occasional contact with Access Fort Wayne staff.

WORK ENVIRONMENT: Will work in a wide variety of settings, virtually any place including indoor and outdoor settings and which may include inclement weather.

PHYSICAL/SPECIAL REQUIREMENTS: Must have successfully completed Camcorder Operator Workshop through Access Fort Wayne. Must be physically able to carry heavy loads of equipment up to 25 pounds, able to stand for long periods of time, and able to physically operate camcorder. Must be able to follow instruction of producer and director. Must have successfully completed procedures for volunteer involvement at the ACPL. Must successfully complete criminal records check.

Approved: _____ AFW Manager

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____