



Picture Coordinator

We need help ensuring team and individual photos are taken by a professional photographer. Looking for 1 volunteer to coordinate the picture taking process.

The picture coordinator is responsible for ensuring a day is set for photographs, writing the photograph schedule, ensuring Linhoff Photography is under contract and scheduled, teams/families know about picture-day, and the day of the event is smooth.

Most tasks are done pre-season and during the first few weeks of the season. Total time investment is 15 hours plus attending 2-hour monthly board meetings.

Transitioning into the role will include shadowing the current volunteer in this role, access to the phone/email of the volunteer coordinator, one-pager with task details, and access to a shared google drive.

Pre-season tasks:

- Pick a date and reserve the space through City of Eden Prairie, including outdoors space, gym (in case it rains), and bathroom are available
- Communicate with Linhoff photography company about date, maintain positive relationship
- Manage an email inbox, sending and receiving emails with the city, Linhoff, board members, and families
- Obtain log-in information for EPSA website, email generator, and registration site

During the season:

- During the first week of the season create and complete the schedule for photographs. Take into consideration if coaches have multiple teams, if teams have games, breaks for photographers, etc. (about an 8 hour task to be done the first week of the season)
- Have Linhoff and a board director review the schedule and make edits as needed
- Use registration system to pull contact information for families and prove to Linhoff
- Access and update email templates to send out to families about the event
- Coordinate with the webmaster to get information posted on the website
- Attend the day of the event to help Linhoff with greeting players, answering questions, and problem solving
 - 2024 Fall date: September 7th at 8:00 a.m. - 3:00 p.m.
 - 2025 Spring date: to be set

Post season:

- Manage email inbox, answering questions, maintaining relationship with Linhoff, etc.
- Follow up on any issues Linhoff experiences distributing pictures to families