



Volunteer Opportunity:
Department/Division:

Photography Aide
Senior Activities Center

Contact

Laura Gore
Senior Center Secretary
Senior Activities Center

817-788-7713
lgore@hursttx.gov

Location

Hurst Senior Citizens Activities Center
700 Heritage Cr.
Hurst, Texas 76053

Qualifications

Must be detail oriented with good organizational skills. Able to operate a computer with experience in file manager, internet usage, Microsoft picture viewer, email and jpeg files.

Duties

- Provide exemplary customer service.
- Work with Senior Center Secretary to obtain pictures taken at special events and activities as needed.
- Provide full attention and detail when working with members and/or guests to ensure photo request is correct.
- Send emails, copy files to thumbdrive or other approved device, upload and order photos to approved photo printing website.
- Assist photographer at special events as needed.

Requirements

Minimum age: 18
Time Commitment: Hours are arranged by shifts or on an as needed basis
No Criminal Record

Training

Will be provided as needed.

Physical Demands

See, hear, talk, write, walk, sit and stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Volunteer will work inside and be protected from weather conditions. Volunteer will have extensive interaction with the public in person.