



City of Elk River Photographer Volunteer Position Description

Department: Fire		Immediate Supervisor: Fire Chief or designee	
Pay Grade: Volunteer	FLSA Status: Not Applicable	Last Updated: (date) 10/2013	
Positions Supervised: None.			
Position Summary			
<p>The volunteer photographer assists in photographing/videotaping the activities of the Elk River Fire Department (ERFD), including incident responses, training, community events, and other functions as authorized by the fire chief or designee. Teamwork, attendance, attention, attitude, and aptitude are the basis of the framework for the volunteer photographer position.</p>			

Essential Functions

1. Follow all policies, procedures, and administrative guidelines of the ERFD, including the incident command system.
2. Will not participate in firefighting or rescue operations.
3. Will obtain approval from Incident Commander before entering any incident scene.
4. Will be issued appropriate personal protective equipment (PPE), attire, and credentials identifying the volunteer as an ERFD photographer, which must be worn at all times.
5. Will be supplied with a camera, still or digital, and a bag. Photographer may use their own equipment with the understanding the city/department assumes no responsibility for damage, theft, or loss.
6. Images captured at ERFD incidents or events are the property of the ERFD. This includes flash cards, thumb drives, and external hard drives.
7. All images and video will be downloaded and stored on an ERFD computer only. There will be no storage of any images or videos on any personal portable devices or non-ERFD computers. Nothing will be deleted without the approval of the fire chief or designee.
8. Photographers will notify Incident Command of their arrival on scene and prior to departure.
9. All questions from anyone related to the incident will be referred to the Incident Commander or authorized public information officer (PIO).
10. Prior to distribution of photographs or videos to anyone, approval must be obtained from the fire chief or designee. All media approved for distribution will be identified with "photo/video courtesy of the Elk River Fire Department".
11. ERFD photographs and videos are for internal use only or as otherwise directed by the fire chief or designee, and are not to be posted on any internet social media web site/application without approval from the fire chief or designee.
12. ERFD photographers are not to respond to non-ERFD incidents (i.e. mutual aid calls) unless approval is granted.
13. Performs other related tasks as assigned by the fire chief or designee.

Required Knowledge, Skills, and Abilities

- ❑ Knowledge and skills with photography and/or video equipment, including editing software.
- ❑ Knowledge and skills with computers.

Minimum Qualifications

- ❑ Must be at least 18 years of age.
- ❑ Valid Class D Minnesota driver license.
- ❑ Must live within eight (20) minutes of an Elk River fire station.
- ❑ Must satisfactorily pass the required pre-employment screening.
- ❑ Complete department safety classes as directed by fire chief or designee.

Preferred Qualifications

- ❑ Knowledge of fire and emergency services.

Time Commitment

- ❑ 6-10 hours/month (approximately)