



## Volunteer Position Description

**Position Title:** Photographer/Videographer (Volunteer)

### **Position Purpose & Summary:**

[Hand Up Toronto](#) is a volunteer-run charitable organization which aims to support families experiencing food insecurity through the provision of food hampers, basic necessities and information about community resources. The Volunteer Photographer/Videographer plays a key role in visually capturing the heart of Hand Up Toronto's work. This individual will attend and document events—such as hamper distributions, deliveries, and special initiatives—and provide visual content that supports storytelling, marketing, fundraising, and community engagement. This is a role shared by a small team of 2 - 3 volunteers to ensure a reasonable workload and easy access to our on-site events.

### **Locations:**

Primarily on-site at various event locations in Toronto with some remote work from home.

Regular locations: Scadding Court Community Centre at 707 Dundas West; Foodshare warehouse at 120 Industry Road in North York and GlobalMedic warehouse at 35 Coronet Rd in Etobicoke.

### **Responsibilities:**

- Attend and cover Hand Up Toronto events, including hamper distribution days, delivery initiatives, and other special events
- Capture compelling, high-quality images and video footage that reflect the energy, diversity, and impact of our work
- Deliver edited photo and video assets to the Marketing Team in a timely manner
- Work with the Marketing Team to understand content needs, preferred styles, and brand guidelines
- Ensure consent is obtained when photographing/filming individuals, in line with our privacy and media policies
- Organize and label visual files for easy access and archiving
- Occasionally support the creation of short video clips, reels, or stories for social media platforms
- Attend regularly scheduled meetings with the Marketing team twice a month and All-Executive Meetings once a month. Meetings are held 5:30 or later on weekdays (typically Mondays).

### **Qualifications:**

- Ability to take visually impactful photos and videos that capture emotion, story, and energy
- Access to own equipment as required
- Strong understanding of lighting, composition, and storytelling through visuals
- Comfortable working in fast-paced, dynamic event settings
- Ability to edit and deliver polished assets in a timely manner
- Familiarity with social media trends and how to create content that resonates and "sticks" is an asset

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- Professionalism, creativity, and strong interpersonal skills

### Screening Measures:

- Resume or portfolio with a brief cover letter outlining why you are interested in this position. Email: [resume@handuptoronto.org](mailto:resume@handuptoronto.org)
- Interview with the Marketing Director
- Samples of prior work
- Level 1 police check (required for on-site client events)

### Support & Supervision:

This role reports to and is supported by the Marketing Director and works closely with the Marketing and Operations teams.

### Time Commitment & Scheduling:

- Event-based schedule, typically 1–2 events per month (on Saturdays); occasion special events may take place on other days (such as fundraising events)
- Time commitment varies depending on event length and editing workload (approximately 4–10 hours per month)
- Flexible editing timeline, with agreed-upon deadlines for asset delivery

### Risks & Challenges of the Position:

This is an on-site, physically active role that may involve standing, walking, and carrying equipment during events. Weather conditions and varying environments may impact shoots. We recommend dressing appropriately and using safe practices when filming in community settings.

### Benefits:

- Excellent opportunity to work as part of a highly supportive volunteer team and make a concrete difference in the lives of families facing food insecurity in Toronto
- Build or expand a visual portfolio with purpose-driven photography and videography
- Collaborate with a creative team to tell powerful stories and contribute to a meaningful cause

References and recommendation letters available upon request after a minimum of three months in the role

**To Apply:** Hand Up Toronto is committed to fostering a diverse and inclusive community – everyone is welcome and we encourage candidates of all backgrounds and levels of experience to apply.

To apply, kindly email your resume and cover letter to [resume@handuptoronto.org](mailto:resume@handuptoronto.org). Please add the position in the subject line.

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