



Volunteer Role Description

Role Title: Volunteer Media Assistant

Role Title	Volunteer Media Assistant
Location	Temple Springs
Hours	Part-time / Flexible hours
Benefits	All expenses covered
Qualifications *	Depends on role
State	OPEN
Recruiter	Daniel Parrott
Reports To	Learning & Development Manager, Media Lead
Expected Volunteering Hours	Minimum 2 hours a week.

Role Overview

Temple Springs is seeking a creative and tech-savvy Volunteer Media Assistant to help capture, edit, and share engaging content that showcases our activities and services. This role is ideal for someone passionate about photography, videography, and social media who wants to make a positive impact in the community.

Key Responsibilities

- **Photography & Videography**
 - Capture high-quality photos and videos during events, activities, and programs.
 - Transfer photo and video footage to computer systems for editing and storage.
- **Media Editing & Management**
 - Enhance image and video quality using digital editing tools.
 - Organize, select, and archive high-quality media using appropriate software.
 - Add titles, graphics, sound, and visual effects to videos for professional presentation.



- **Social Media & Digital Marketing**
 - Create visually appealing graphics and campaigns to promote Templesprings services.
 - Post engaging content across platforms (Instagram, Facebook, TikTok, YouTube Shorts).
 - Develop photo carousels, short-form videos, and reels to boost visibility.
 - Monitor and maintain high engagement rates by leveraging current social media trends.
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Skills & Attributes

- Proficiency in photo/video editing software (e.g., Adobe Photoshop, Premiere Pro, CapCut, Canva etc.).
 - Familiarity with social media platforms and content creation best practices.
 - Creative eye for design and storytelling.
 - Ability to work independently and meet deadlines.
 - Strong organisational skills for managing media files.
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Benefits

- Gain hands-on experience in media production and social media marketing.
- Build a professional portfolio of creative work.
- Contribute to a meaningful cause and make a positive impact in the community.
- All expenses covered including travel and food
- Free Music Lessons
- Free Coaching Sessions