

Picture Coordinator

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Picture Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for organizing and scheduling team photo sessions with a local photographer. This role primarily takes place at the beginning of the softball season and involves coordinating with team managers, advertising available photo packages, and managing the signup process for team photo times. The Picture Coordinator plays an essential role in ensuring a smooth and organized photo day for all teams.

Key Responsibilities:

Scheduling Photo Sessions:

- Coordinate with the designated photographer to determine available dates and times for team photo sessions.
- Create and maintain a spreadsheet of available time slots for teams to sign up for photo sessions.
- Work with team managers to schedule each team for their photo session, ensuring efficient use of time and minimal overlap.

Advertising Photographer Information and Packages:

- Distribute information about the photographer, including package details, pricing, and ordering options, to all LMSA members.
- Utilize LMSA's communication channels (email, social media, and website) to advertise photo day, highlighting available packages and instructions for signing up.
- Ensure that parents and players are aware of the photographer's policies and package offerings well in advance of photo day.

Communicating Photo Day Details:

- Send reminders to team managers and parents regarding their scheduled photo times, location details, and any necessary preparations.
- Provide clear instructions on where and when teams should meet on photo day to keep the schedule running smoothly.

- Address any last-minute scheduling adjustments or questions from teams, parents, or the photographer.

Organizing and Managing Sign-Ups:

- Maintain the photo session signup spreadsheet, updating it as teams register and making adjustments as needed.
- Confirm each team's time slot and communicate any changes promptly to avoid conflicts or delays on photo day.

Follow-Up with Photographer:

- After photo day, follow up with the photographer to ensure that all orders and payments are processed efficiently.
- Assist with distributing photo packages to team managers, if necessary, once photos are ready for delivery.

Commitment:

- The Picture Coordinator role requires a small time commitment, primarily at the beginning of the season, to organize and manage the photo day schedule.
- Available for a few hours to manage signups and coordinate with teams, plus photo day itself for any onsite assistance if needed.

Term:

This is a seasonal position, active primarily at the beginning of the softball season, with the potential for reappointment every other year by the Board of Directors.