



## Volunteer Job Description

**JOB TITLE:** Video Operator  
**REPORTS TO:** Worship Pastor/Technical Director  
**TRAINING:** Provided (no prior experience required)  
**COMMITMENT:** 1-2 Sundays per month for approx. 3 hours; one year term  
**PURPOSE:** The purpose of this role is to join in Hillside's mission to connect deeply, grow fully, and serve passionately by providing an avenue of connection (through video) for those unable to join in person on Sunday mornings.

### RESPONSIBILITIES:

- *Pre-service:*
  - Set up cameras and stage lights prior to the start of service (at scheduled call time)
  - Set up live stream on streaming platform, website, and Facebook
  - Plan for camera angles and positions throughout the service (as necessary)
  - Coordinate with sound operator before the end of rehearsal to ensure sound is operational
  - Perform final checks, ensuring cameras, live stream, and audio are all functional
  - Trigger the live stream and press record
- *During Service:*
  - Attentively monitor the streaming service, using computer software to switch between camera angles and images as needed
  - Operate a video camera (sometimes two) during the course of the Sunday service
  - Monitor the health of the live stream and cameras, troubleshooting if necessary
- *After Service:*
  - End live stream
  - Disassemble and put away camera equipment
  - Turn off stage lights
  - Trim the video recording and upload it as video and audio files onto shared drive

### All volunteers at Hillside are expected to:

- Be engaged in a growing relationship with Christ
- Support the mission and vision of Hillside Community Church
- Agree with the statement of Faith of Hillside Community Church
- Be regularly engaged in Sunday services
- Be a trustworthy and reliable member of their team, executing responsibilities in a professional and efficient manner and demonstrating the utmost Christian character and ethics

*Volunteer*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Ministry Leader*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**For Ministry Leaders Use ONLY**

Volunteer Orientation Date: \_\_\_\_\_

Evaluation feedback date (3 months from start date): \_\_\_\_\_

Evaluation feedback date (once a year, every year): \_\_\_\_\_