



## Teen Volunteer Video Editor

### Volunteer Job Description:

Teen Volunteer will receive video content from the Youth Services Department Head and will then review the video, discuss additions/changes with the Youth Services Department Head, and then edit the video.

### Skills Needed/Experience:

- Ability to access videos using Dropbox and upload completed videos to Dropbox.
- Knowledge of basic video editing is ideal.

### Responsibilities:

- Willingness to work with the Youth Services Department Head to create fun, engaging videos that will be posted to our library's social media platforms.

### Time Details:

- The process is as follows:
  - Youth Services Department Head will provide the same video program each week. Samples of previously edited videos will also be provided to give a feel for the video style.
  - Youth Services Department Head will send the newest video that needs edited through Dropbox. Make sure to watch the video and take notes of changes to make.
  - Every week, Teen Volunteer will meet with the Youth Services Department Head over Zoom on a specific day and time. During this meeting, changes that should be made to the video will be discussed.
  - Complete editing will likely take 1-3 hours per week. Every video needs to be submitted to Dropbox by the deadline.
  - Youth Services Department Head and staff member who filmed the video will review the edits and provide any changes/suggestions before approving the video.
  - Youth Services Department Head will upload the completed video to Cooper-Siegel Community Library's YouTube channel. Teen Volunteer will receive editing credit on YouTube.

### Special Requirements:

- Must have access to technology (computer, smart phone, tablet, etc.) that can be used for video editing. Free editing apps can be recommended.

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