

Linn-Mar Booster Club

Middle School Photo Coordinator Job Description

The middle school photo coordinator is responsible for the following:

- attending each sports photo shoot, as scheduled by the athletic director's office- the shoots are right after school and run about an hour and a half. There are approximately three shoots each fall, winter and spring (total of nine).
- recruiting an assistant for the year (or one for each photo shoot)
- accurately recording students' names on the registry as their pictures are taken
- verifying individual order information and payment in each envelope- this takes approximately one hour, depending on the number of students
- submitting order to Hall's Photo in a timely manner- I usually fax it to them that night
- totaling and turning money in to the Booster Club cashier
- sorting photos back into student envelopes when they are ready- takes about one hour, again depending on the number of students
- returning the filled order envelopes to the athletic director's office to be distributed to coaches

Why I chose to serve the LM Booster Club as Photo Coordinator

The Booster Club plays a vital role in the success of co-curricular and extracurricular programs in the Linn-Mar School District. Without their support, many of the opportunities available to our students would not be possible. Being a photo program coordinator has allowed me to be involved and do my part in helping to fulfill the mission of the Booster Club.

This particular role works well for me because the photo shoots take place just eight to ten times per year and I am able to fulfill the rest of my duties on my own time. Being a mother and teacher in our district, this position fits with my family's busy schedule. My family also enjoys the added benefit of a season pass to sporting events and fine arts performances. Carol McNeil 447-1439