



JOB CALL: Volunteer Coordinator

Title:	Volunteer Coordinator
Hours:	Part Time: May 22 – July 22; August 20 - August 31 Full Time: July 23 - August 19
Basis	May 22 - August 31
Fee:	\$5,000
Engagement conditions:	Independent Contractor

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously re-imagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Volunteer Coordinator: Description & Duties

The Volunteer Coordinator is an important part of our production team. They are responsible for the recruitment, training, scheduling, volunteer appreciation events and other management of over 150 volunteers.

The Volunteer Coordinator reports to the Artistic and Managing Director.

The Volunteer Coordinator's duties include:

- Creating and circulating the call for volunteers in order to effectively recruit individuals for a variety of volunteer roles.
- Building relationships with community organizations to grow our volunteer base.
- Designing and coordinating the volunteer application process.
- Assessing volunteer needs across the festival in order to create the volunteer schedule.
- Scheduling of volunteers for all shifts.
- Coordinating the design and printing of volunteer t-shirts.
- Planning and leading training sessions, including booking facilities and updating training materials.
- Ensuring volunteers are engaged, through consistent and effective communication.
- Coordinating recognition efforts to thank and recognize volunteer commitment, including volunteer appreciation shows and a volunteer appreciation event.



- During the Festival checking in on volunteer morale, helping to resolve complaints and disputes, filling shifts for 'no shows' and checking in with late or absent volunteers.
- Assisting with Festival load in and load out.
- Maintaining the volunteer database for tracking information, hours, roles and event participation.
- Writing reference letters and completing reference forms, as requested.
- Participating in strategic discussion related to improving the volunteer program, including writing a final report.

Volunteer Coordinator: Position Specifications

It is **essential** that the Volunteer Coordinator has:

- High level organizational skills, with the ability to prioritize and juggle competing demands
- The ability to think creatively and propose innovative ways to solve problems
- Exceptional communication skills and the ability to quickly form relationships
- Experience in volunteer management and/or front of house
- The ability to think big-picture while paying attention to detail
- Excellent computer skills

It is **desirable** that the Volunteer Coordinator has:

- Previous experience working with and coordinating volunteers
- Knowledge of the goals and activities of SummerWorks
- Familiarity with SummerWorks' venues and operations
- A valid driver's license

To Apply

To apply for the position, please email applications@summerworks.ca by **Monday, May 14th, 2018** and provide:

- A resume of one page;
- 3 references with current contact information;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic and Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please list "Volunteer Coordinator Position" in the subject line and ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender identity, disability, race, religion or belief, age or sexual orientation.