



JOB CALL: Volunteer Coordinator

Title:	Volunteer Coordinator
Hours:	Part Time: May 6 – July 19; August 20 - September 06 Full Time: July 22 - August 19
Basis	May 06 - September 06
Fee:	\$6,000 CAD
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 Festival Producer and Artistic and Managing Director.

The Volunteer Coordinator's duties include:

- Designing and coordinating the volunteer application process.
- 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.
- In collaboration with the Festival team, assess volunteer needs across the Festival.
- Building on the Volunteer Captain program.
- Creating the volunteer schedule.
- Scheduling of volunteers for all shifts.
- Coordinating the design and printing of volunteer t-shirts.
- Maintaining the volunteer database for tracking information, hours, roles and event participation.
- Maintaining consistent and effective communication with volunteers to ensure their engagement.
- Securing partnerships with local businesses to support volunteer perks.

Training

- Update training materials including the creation and distribution of the volunteer handbook.
- Book facilities for training sessions.
- Planning and leading training sessions.



Festival

- Manage volunteers and the Volunteer Schedule.
- Filling shifts for 'no shows' and checking in with late or absent volunteers.
- Maintaining volunteer morale, and helping to resolve complaints and disputes
- Coordinating recognition efforts to thank and recognize volunteer commitment, including volunteer appreciation shows and a volunteer appreciation event.
- Assisting with Festival load in and load out.

Post Festival

- Writing reference letters and completing reference forms, as requested.
- Complete reconciliations.
- Contributing to the Festival Post-mortem, completing detailed post-mortem documents for the Volunteer Coordinator role.

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 **12:00pm (noon) Monday, April 15th, 2019** and provide:

- A resume of one page;
- 3 references with current contact information;
- A cover letter of no more than one page addressed to Rosanna Lowton, Festival Producer, 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.