

EVERGREEN CULTURAL CENTRE

July 2010

POSITION: Volunteer Coordinator

REPORTS TO: Executive Director

GENERAL ACCOUNTABILITY

The Volunteer Coordinator is responsible for recruiting, training, coordinating, and overseeing the activities of approximately 150 volunteers to support the Evergreen Cultural Centre's programs and performances.

NATURE AND SCOPE

Recruits volunteers for administration reception, art gallery, front of house theatre performances, visual arts workshops, and other programming throughout the year.

Prepares and updates volunteer handbook; introduces, trains, guides, and monitors volunteers.

Maintains regular contact with volunteers to advise them of volunteer opportunities, determine their availability for specific positions or shifts, and understand their preferences for volunteer roles.

Consults with Program Managers, Box Office Coordinator, Front of House Coordinator, and other staff regarding volunteer requirements and changes to scheduled performances and programs that would impact staffing.

Schedules volunteer shifts; confirms volunteers' availability prior to scheduled performances; records volunteer hours.

Supervises, coaches, and directs the activities of volunteers; reviews and monitors work performance.

Tracks hours of volunteers with CAPP requirements; provides letters of confirmation and reference as required.

Plans and implements volunteer recognition events and programs.

Provides reception coverage at administrative front desk, with minor duties.

Represents the Evergreen Cultural Centre at community events, volunteer fairs, etc., as required.

KNOWLEDGE AND ABILITIES

Excellent organizational and interpersonal skills are a must.

Three to five years of relevant experience.

Demonstrated success and experience working with a large number of volunteers is a pre-requisite for this position.

Experience in the arts and cultural sector would be an asset.

REMUNERATION

\$15 per hour

Submission Deadline - Friday July 30, 2010

CONTACT

Please email resume and cover letter:

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