

## **VolunteerCoordinator**

Fixed-term contract: July 10th-November 17th, 2023

Salary: \$23.15/hour

Weekly hours: 35hr/week

**APPLICATION DEADLINE: JUNE 23rd, 2023**

The Volunteer Coordinator provides support to the Volunteer Manager by maintaining the volunteer database, creating and presenting training materials, creating volunteer shifts and the volunteer schedule, editing and updating the volunteer handbook and assisting with pre- festival volunteer outreach and year-round opportunities. The volunteer coordinator will assist in promoting imagineNATIVE Volunteers programs to diverse communities in a professional and positive manner. The Volunteer Coordinator will also assist the Volunteer Manager with all festival related responsibilities online and in-person.

### **PreFestival and During the Festival:**

- Assist Volunteer Manager with administrative duties
- Assist with updating the volunteer database (Volgistics)
- Assist with the creation of volunteer shifts and the volunteer schedule
- Assist with updating and presenting of training materials
- Liaise with the Volunteer Manager and other relevant staff to ensure all departmental volunteer needs are properly assessed this includes building volunteer schedule and post-festival needs check-in
- Outreach and recruitment of all imagineNATIVE volunteers for virtual and in-person Festival positions
- Assist with the implementation and delivery of improved AODA/accessibility/diversity training
- Assist in creating and updating online and in-person volunteer training documents, Volunteer Resource Handbooks for Special Event, Festival Volunteers and Team Lead Volunteers.
- Support the Volunteer Manager in organizing and leading volunteer Training, Accessibility Training, Position specific training, and Sign-Up sessions (online and in person), as well as recruit and interview for Volunteer “Team Lead” positions (for responsible, experienced volunteers who will help supervise fellow volunteers at all venues);
- Collaborate with the volunteer manager and the Communications Team to create volunteer social media posts, collection of photos and other creative materials, testimonies, video reels, etc. for promotion, thank-yous and additional needs
- Supervise volunteers in conjunction with the Volunteer Manager during the Festival (multiple venues & online)
- Assist the Online Support Coordinator in answering questions on the Online Help chat website beacon; answering questions from Volunteers and the general public.

- Alongside the volunteer manager, facilitate a Volunteer Newsletter during Festival time that includes Festival and Volunteer specific updates, engagement and community building.
- Plan and run a post-festival Volunteer party, including organizing give-away, activities and invites.
- Assist with general troubleshooting during the Festival

#### **PostFestival Tasks:**

- Assist with the planning of the Volunteer Appreciation party
- Assist with creating and implementing a year round volunteer outreach program
- Assist with the planning of year round volunteer opportunities
- Pull reports, analytics and additional data required for post-festival reports for various teams and departments.
- Contribute to the festival post mortem report

#### **Skills and requirements:**

- Excellent time management skills
- Detail oriented
- Written and verbal communication skills
- Some knowledge of or lived experience working with Indigenous communities
- An ability to work independently and as a team in a fast-paced, loud, environment
- Must be able to work from home with access to reliable internet and your own computer
- Experience working in a festival environment and leading a team
- Experience working with volunteer database softwares(Volgistics) an asset
- Experience in community outreach an asset
- Must be available to work 100% in-person between October 18th-30th, 2022 and availability to work extended hours
  - Adeptness and familiarity in working with computer systems, processes, and applications (Microsoft Office, online database software, mail merge, work management software, google spreadsheets)

imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential. Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org)