



## Volunteer Coordinator

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. The Volunteer Coordinator will also assist the Volunteer Manager with all festival related responsibilities online and in-person.

### Key Responsibilities:

- 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

**Application Deadline: Position open until filled**

**Additional Details:**

- Fixed-term contract: Immediate start to June 26, 2026 (35 hours/week)
- Compensation Rate \$25.15/hour
- Additional Information
  - Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival (taking place annually in June).
  - Position requires work-from-home capabilities with reliable internet with some in-office time at the imagineNATIVE offices located in Toronto.

Submit your cover letter and resume to [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org) with the subject "Volunteer Coordinator." Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org).

