



Assistant Volunteer Coordinator

Organization Description:

The Vancouver folk Music Festival Society is a non-profit organization established in 1979. Over the years the Vancouver Folk Music Festival has played a key role in the development of artists and audiences on a regional, national and international level. The society continues to honour the same traditions with an emphasis on emerging and diverse artists. The 41st annual festival will take place July 13-15th, 2018

Job Description:

Working under the Volunteer Coordinator, the Volunteer Coordinator Assistant will recruit and screen online applications for 1500 volunteer positions. The position will begin May 22nd, 2018 and will run for 12 weeks. **Applicants must be available to work the weekend of the festival, July 13-15th, 2018.**

Responsibilities:

The Assistant Volunteer Coordinator will work with the Volunteer Coordinator on the following:

- Scheduling and running orientation sessions
- Training, and evaluating the performance of volunteers and communicating policies, practices, procedures, and operational information to volunteers
- Creating, organizing, and maintaining records and reports of the volunteer program, including database, email lists, responding to inquiries from prospective VFMF volunteers
- Scheduling volunteers for pre-festival tasks and activities
- Revising all web copy related to VFMF volunteer programs
- Completing a final evaluation of program with recommendations for 2018.

- Supporting the Volunteer Coordinator on-site, and troubleshooting any issues that may arise within committees throughout the festival weekend.
- Running the volunteer recognition program.

Other duties include: updating print materials such as the volunteer handbook, as well as policies and volunteer incentive programs for 2018; researching and creating updated committee and crew job descriptions and timelines; creating an inventory of existing supplies and collecting/delivering requests for supplies by committees and crews on site; collecting sizing data for volunteer t-shirt order and oversee sorting of t-shirts for distribution onsite; assist in reviewing safety policies and procedures on site.

Qualifications:

- Experience with volunteers
- An interest in the arts, and the non-profits sector
- Initiative and ability to work independently and as part of a team.
- Excellent people skills
- Attention to detail and systems, with the ability to multitask.
- Exceptional time management, verbal and written communication skills.
- Mac-based computer skills preferred, especially with Microsoft Excel, Word and Google Drive
- Experience using Filemaker an asset.

How to apply:

This position is funded through the Canada Summer Jobs program.

The successful candidate must meet the eligibility criteria listed below:

- **be between 15 and 30 years of age at the start of the employment;**
- **have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;**
- **be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2 for the duration of the employment; and,**
- **have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.**

Interested and eligible candidates are invited to email a cover letter and resume to Laurie- Ann Goodwin at laurie-ann@thefestival.bc.ca by May 17th, 2018.

The Vancouver Folk Music Festival Society strongly supports diversity and equality in employment. We welcome and encourage applications from women, persons of colour, Indigenous persons, persons with disabilities, and visible minorities.

The Vancouver Folk Festival Society thanks all applicants in advance, however, we will be contacting only those selected for an interview.

Remuneration:

\$14.00/ hour, based on a 30 hour work week (with the occasional weekend shift, including the festival weekend of July 13-15th, 2018)