

Vancouver *Folk* Music Festival

468 – 411 Dunsmuir Street
Vancouver, BC V6B 1X4
(604) 602-9798
www.thefestival.bc.ca

Position: Volunteer Coordinator

Organization: Vancouver Folk Music Festival

Website: www.thefestival.bc.ca

Application Deadline: February 22, 2012

The Vancouver Folk Music Festival is seeking a seasonal full-time Volunteer Coordinator for the 35th Annual Vancouver Folk Music Festival. This is a key position that involves the recruitment and placement of 1400 volunteers required to successfully stage the Festival. Successful applicants will have a flexible schedule and be able to attend evening and weekend meetings.

Responsibilities include:

- screening and managing volunteer applications, as well as their entry into database
- recruitment, training and scheduling of volunteers
- providing basic orientation and on-going support to all volunteer committee coordinators and volunteers

Qualifications/Skills

The ideal candidate will love all genres of music and have experience with volunteer-run organizations. They must have strong communication and interpersonal skills and be able to work calmly under pressure. The candidate must be creative and resourceful, and be able to assess and dissolve challenging situations. Experience with Filemaker is preferred.

We are looking for a volunteer coordinator with experience who possibly works with other festivals in the city and is able to return each year.

Term: 21 weeks

Salary: Dependent on experience

Start Date: March 19, 2012

Send a resume and cover letter to employment@thefestival.bc.ca. Please list Volunteer Coordinator in Subject line.

Or mail to: 468-411 Dunsmuir Street, Vancouver, BC, V6B1X4

No phone calls please – only those short-listed will be contacted.