

Wheels on the Danforth 2020

JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator

COMPENSATION: TBD (based on experience)

HOURS: Flexible Part-Time and must be available for some evenings and weekends, as well as Team Meetings as scheduled (July & August heaviest time requirements)

REPORTS TO: Festival Coordinator and Event Chair

EVENT DATES: August 14th & 15th, 2020

START: February, 2020 (duration includes event days; as well as a post-event final meeting)

SUMMARY:

The Volunteer Coordinator is responsible for developing, coordinating and executing delivery of the Wheels on the Danforth 2020 Event Volunteer Plan. This individual will recruit volunteers for all event committees from various sources, ensuring they bring the required level of skills and experience. This individual will strive to foster an environment that promotes self-motivation and ambition for volunteers to act on their own initiative as well as embracing team-concept. The ideal individual is a “people-person” and has the ability to lead and motivate and infuses energy into the groups of volunteers. On event days, this individual will be responsible for coordinating, tracking and deploying all volunteers to their pre-assigned positions and ensuring all needs are met for the event, teams and individual volunteers. This person reports directly to the Festival Coordinator and Event Chair.

The Volunteer Coordinator attends update meetings, and festival planning meetings as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

- Create a list of all volunteer positions for the event, working closely with all the team leads, specifying time commitments and level of difficulty or special requirements;
- Develop a comprehensive plan with timelines for the recruitment of volunteers;
- Recruit volunteers utilizing all available methods, such as posters, flyers, internet sites, school resources, or participating in other local events;
- Assist in preparing promotional material to advertise volunteer opportunities;
- Maintain database of volunteers as well as hard copy forms with signatures;
- Update the database of contacts utilizing approved screening methods to avoid Potential problems for the event;
- Develop comprehensive volunteer event schedule including shift changes where required;
- Maintain records of expenses and submit to Festival Coordinator ensuring volunteer Budget is maintained;
- Assign volunteers to schedule;
- Update the Volunteer Handbook that provides information and rules for the event;
- Schedule and lead 2 training sessions for volunteers;
- Provide on-site coordination and support of volunteers and serve as point of contact;
- Record and report volunteer status weekly;
- Maintain knowledge of festival details and timelines;

- Update (Smartsheet) Volunteer Task List status throughout the event planning process;
- Delegate administrative functions to assistants where possible;
- Professionally represent The Crossroads BIA and the festival at all times.
- Ensure the volunteer experience is meaningful, fulfilling and most importantly, fun!
- Submit completed Volunteer binder to Festival Coordinator at post-event meeting;
- Prepare and present a final report at the post-event meeting;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, continuous proactive skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General qualification requirements include the ability to communicate needs and resolve issues independently with minimal or no supervision and the ability to establish and master goals consistent with the organization and event.

EDUCATION AND/OR EXPERIENCE:

2-4 years experience working in a supervisory position with volunteers. A reasonable combination of education and experience will also be considered.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business materials or governmental regulations. Ability to write reports, business correspondence, and procedure manuals, as well as develop complex time schedules. Ability to effectively present information and respond to questions both electronically and in person.

MATHEMATICAL SKILLS:

Ability to apply basic mathematical concepts to understand and maintain budgets and cash flow.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to effectively plan workforce strategies and to successfully negotiate on behalf of The Crossroads BIA to achieve maximum benefit.

OTHER SKILLS AND ABILITIES:

This position is suited to a self-motivated, professional person who is not afraid to sell and can confidently work with a variety of people from different cultures and backgrounds. This person does not get discouraged by people who say no; their tenacity eventually pays off. Diplomacy, tact and a sense of humour are important to the success of this person. Higher consideration will be given to a candidate that has a driver's license and their own cell phone.

TECHNICAL SKILLS:

Excellent knowledge of a variety presentation software packages including, Microsoft Word and Excel are a must. The successful candidate will have a willingness to learn new software systems. Familiarity with a multi-line phone system.

HOW TO APPLY:

Please e-mail a cover letter stating salary expectations, resume and references to info@wheelsonthedanforth.ca with the job title as the subject line. Or drop off at The Crossroads BIA office. Feel free to contact us with any questions. Thank you to all applicants for their interest, however only those candidates considered will be contacted.

Application Deadline:

January 31st, 2020 at 5:00pm