

ASSISTANT COMMUNITY OUTREACH AND VOLUNTEER COORDINATOR

Job Type: Contract

Duration: 26 hours/week for 8 weeks

Hourly Rate: \$11.75/hour

Start Date: June 12, 2017

Application Deadline: May 25, 2017

The Hamilton Fringe Festival is currently seeking an Assistant Community Outreach and Volunteer Coordinator for a full-time, 8-week contract position that begins on June 12, 2017.

Reporting to the Executive Director, this individual will assist with the recruitment and coordination of volunteers for all fringe venues and events. They will also have the opportunity to develop and support a variety of youth and current community outreach initiatives.

This position is funded by Canada Summer Jobs, a federal employment program for returning post-secondary students, and represents an exciting opportunity for a passionate young person to make an impact on culture and community development in Hamilton and surrounding communities. Canada Summer Jobs provides funding for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.

Please check the Canada Summer Jobs 2017 website for full eligibility criteria.

Key Areas of Responsibility:

- Recruit new volunteers through community outreach efforts. Interview applicants and train, support, and motivate new volunteers.
- Create and fill volunteer schedules for all Festival events.
- Organize the Volunteer Appreciation event.
- Maintain a volunteer database and keep track of individual volunteer activities.
- Assist in launching youth-focused outreach initiatives and distributing the 2017 Youth Access Pass to participating schools and community groups
- Establish relationships with local community groups, encouraging participation and helping to address barriers to accessing cultural activities at the Fringe
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the Interim Festival Director

Professional Qualities and Skills

- The ideal candidate will be a hardworking, organized, and motivated individual with a passion for community outreach and volunteerism
- Experience working with and recruiting volunteers
- Interest and/or experience in arts administration and management
- Leadership skills and an ability to self-direct as well as work well with supervisors and peers.
- Excellent oral and written communication skills
- Ability to problem solve under pressure while maintaining a friendly demeanour
- Ability to accommodate a schedule that will sometimes require work on evenings and weekends
- Working knowledge of the Occupational Health and Safety Act.
- Valid driver's license is an asset.
- Valid first aid certification is an asset.

To apply: Please send a cover letter and resume by May 25, 2017 to info@hamiltonfringe.ca with 'Volunteer Coordinator' in the subject line. Please submit files in one PDF and title as your name. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.