

## **COMMUNITY OUTREACH-VOLUNTEER COORDINATOR**

**Job Type:** Contract

**Duration:** 30 hours/week for 10 weeks

**Hourly Rate:** \$14.25/hour

**Start Date:** May 27, 2019

**Application Deadline:** March 29, 2019

The Hamilton Fringe Festival is currently seeking a Community Outreach and Volunteer Coordinator for a full-time, 10-week contract position that begins on May 27, 2019.

Reporting to the Executive Director, this individual will oversee 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.

### **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 2019 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 Executive 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 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.
- Responsible for health and safety training of all volunteer

**To apply:** Please send a cover letter and resume by March 29, 2019 to [info@hamiltonfringe.ca](mailto:info@hamiltonfringe.ca) with 'Community Outreach-Volunteer Coordinator' in the subject line. Please state if you are currently enrolled as a student within your cover letter. Please submit files in a single PDF file titled: your first name\_your last name. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.