

## **COMMUNITY OUTREACH & VOLUNTEER COORDINATOR**

**Job Type:** Contract

**Duration:** flexible part-time hours for 16 weeks (maximum of 246.5 hours)

**Hourly Rate:** \$14.00/hour plus vacation pay

**Start Date:** September 14, 2020

**Application Deadline:** August 21, 2020

The Hamilton Fringe is currently seeking a Community Outreach & Volunteer Coordinator for a part-time, 16-week contract position that begins on September 14, 2020.

Reporting to the Executive Director, this individual will oversee the recruitment and coordination of volunteers for all Hamilton Fringe events including our upcoming theatre awards ceremony and Frost Bites 2021 and associated community outreach initiatives. They will also have the opportunity to support the ALERT program in the functions of Sponsorship & Ad Revenue Development.

### **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 Hamilton Fringe events
- Maintain a volunteer database and keep track of individual volunteer activities
- Establish relationships with local community groups, encouraging participation and helping to address barriers to accessing cultural activities at the Hamilton 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
- Review advertising and sponsorship materials and ad rate cards, update and amend where necessary
- Contact potential advertisers and sponsors for both in-kind and cash sponsorship
- Follow-through on advertising and sponsorship relationships (e.g. providing tickets to Sponsors, ensuring they are recognized at Frost Bites as outlined in Sponsorship agreement)
- Additional production support for Hamilton Fringe events as required

### **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 August 21, 2020 to [manager@hamiltonfringe.ca](mailto:manager@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.