

# WORDfest

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## WORDFEST - VOLUNTEER MANAGER

### JOB DESCRIPTION:

The Volunteer Manager is responsible for developing, maintaining, and administering policies, procedures and guidelines for the Wordfest volunteer program and overseeing Wordfest's volunteer base (approximately active 250 volunteers annually) prior to, and during, the Festival period. The 21<sup>st</sup> annual Wordfest runs from October 7-17, 2016. This is a part-time, contract position.

### Responsibilities include (but are not limited to):

- developing, maintaining and administering timelines, policies and procedures, responsibilities, discipline and recognition guidelines for all levels of the Wordfest volunteer program
- recruiting, scheduling and training volunteer coordinators and volunteers
- maintaining accurate records for volunteers, including their contact information and hours of service, using the Volgistics database
- managing volunteer communications (through email, Volgistics and e-newsletters)
- in collaboration with staff, evaluating office support needs, and scheduling and training office support volunteers
- managing the Volunteer Rewards Program ensuring that all volunteers are recognized for their involvement
- organize volunteers and logistics for community booths throughout the summer
- managing volunteer assignments throughout the festival period
- coordinate site set-up and strike as required
- assist with on-site event supervision as needed
- execute Volunteer-related events (i.e. Volunteer Orientation and Appreciation parties)
- prepare and submit a final report for review by the Director by the end of contract term

### Qualifications:

- be a resourceful and highly focused individual with well-developed organizational and administrative skills
- have excellent written and oral communication skills
- experience in volunteer and/or event management preferred
- be available for after-hours and weekend events
- be comfortable with scheduling and budget management
- possess a valid drivers license, access to a vehicle and a clean driving record
- non-profit experience an asset
- experience in volunteer management software (Volgistics) is an asset

**Duration:** Contract dates are flexible, but usually begin in August and run to the end of October.

**Compensation:** \$15/hour, on the basis of 390 hours of work.

**Interested applicants are encouraged to apply now. This job opportunity will remain open and advertised until the position is filled. Please send your resume to:**

[info@wordfest.com](mailto:info@wordfest.com)

subject line: Volunteer Manager - Application