



## **JOB POSTING – VOLUNTEER COORDINATOR (3-month contract)**

Sled Island is hiring a Volunteer Coordinator for a seasonal, full-time contract running from April to June 2022.

### **Who We Are**

Sled Island is a charitable organization with the mandate of fostering understanding and appreciation of music & arts underrepresented in mainstream media, and to nurture the local artistic community through performance and educational opportunities. Our main activity is the presentation of the annual Sled Island Music & Arts Festival, a pillar of Calgary's cultural calendar taking place each June, that brings together thousands of artists, volunteers, partners, and attendees from across the country and beyond. We also present year-round artistic and educational programming through numerous community partnerships, aimed at increasing awareness of Sled Island on an ongoing basis.

Sled Island is a community-centric organization driven by values of curiosity and diversity, on and off the stage, and committed to principles of equity, anti-racism, and anti-oppression.

We recognize the systemic lack of representation of equity-deserving communities in the current non-profit art space, and strongly encourage members of Indigenous, Black, and racialized communities; people with disabilities; people identifying as LGBTQIA2S+; and women to apply.

Would you require any accommodation during the application or hiring process, please contact us at [hr@sledisland.com](mailto:hr@sledisland.com) so we may meet your needs.

### **Who You Are and What You Will Do**

Reporting to the Executive Director and Festival Manager, the Volunteer Coordinator plays an essential role in ensuring the smooth delivery of the festival by meeting the volunteer needs of all festival departments. They are responsible for all aspects of Sled Island's volunteer program, from recruitment to post-event follow-up, and are the main resource and point-of-contact for our 400+ annual volunteers.

Our ideal candidate is a people person with strong leadership and organizational abilities, infectious enthusiasm, and a passion to advance our mission.

### **Key Responsibilities**

- Work in cooperation with festival staff to assess volunteer needs of all festival departments;
- Promote volunteer recruitment with support from the marketing department and through community outreach;
- Review volunteer applications and conduct interviews when needed;
- Plan and host volunteer orientation and ensure clear communication of volunteer expectations;
- Coordinate all volunteer training activities, outsourcing services when necessary;
- Oversees volunteer scheduling and related communications;
- Plan and host volunteer appreciation activities;
- Update and maintain volunteer database;
- Coordinate all communications and follow-up with festival volunteers and ensure all requests for information on volunteering are being answered;
- Create and/or update volunteer-related documentation, as needed;
- Ensure that Sled Island values are clearly communicated and adhered to by festival volunteers.



## Qualifications

Sled Island recognizes the value of both paid and unpaid work and welcomes non-traditional trajectories. We encourage you to consider the entirety of your experiences (professional and otherwise), and combination thereof, when determining if you possess the following qualifications:

- Demonstrated success leading and managing a team
- Exceptional communication and interpersonal skills and ability to adapt your communication style
- Excellent project management skills, including meeting deadlines and juggling competing priorities
- Diplomacy and ability to mediate conflict
- Creativity, resourcefulness, and ability to innovate
- Ability to get people excited and invested in a common goal
- Proficiency with Word, Excel, and Power Point (or equivalent), Gmail, Google Docs
- Willingness to support Sled Island's commitment to values of inclusion, anti-racism, and anti-oppression

## Preferred Qualifications (these are considered assets but are not mandatory to apply)

- Familiarity with Sled Island
- Experience using Shiftboard (volunteer management software)
- Experience working with equity-deserving communities and/or training (formal or informal) in anti-oppression, anti-racism, conflict resolution, non-violent crisis intervention or similar

## Job Specs & Work Environment

This is a seasonal, full-time position (40hrs/w) running from April 4 to June 30, 2022. Due to the nature of the position, the Volunteer Coordinator is expected to occasionally work some evenings and weekends. Our office is located in Mission and is easily accessible by public transport. Paid street parking and limited free parking is available in the area. Please note that the office is in the basement level of a building, with no elevator.

## What We Offer

Gross salary of \$3,586/month paid semi-monthly. Professional development opportunities, flexible work hours with possibility for partial remote work, and access to free tickets for a variety of cultural events. We have a small but mighty team that values collaboration, knowledge-sharing and diversity of perspectives and experiences. We strive to help our employees develop their skills and knowledge to meet their personal goals and encourage innovation and employee-driven initiatives.

## How to Apply & Hiring Process

All candidates are asked to fill out this [form](#) instead of submitting a cover letter and to attach their resume. Please note that you will not be able to edit your responses after they have been submitted.

**The deadline to apply is March 16, 2022, at 5.00 pm MST.** If you encounter any problem with the form, please email [hr@sledisland.com](mailto:hr@sledisland.com). All applications are held in strict confidence.

We use a standardized application method to help mitigate bias in our selection process. We appreciate and review every application that comes in but only candidates selected for an interview will be contacted. Interviews will take place in March, online or in-person at the Sled Island office (2206a 4 Street SW).