

JOB DESCRIPTION

Volunteer Coordinator (contract position)

Direct Report: Executive Director

Hours: 10 months/135 hour contract – varying hours

Job Level: Intermediate

Compensation: \$20.00/hour

THIRD ACTION Film Festival is seeking a highly personable person with impeccable attention to detail to join our team. The Volunteer Coordinator is responsible for recruiting, organizing and providing some leadership to the festival's team of 75-120 volunteers. This position reports to the Executive Director.

Responsibilities Include:

- Work with Project Coordinator and/or Executive Director to determine needed volunteer roles and assign volunteers.
- Manage the scheduling of volunteers using the festival volunteer management system for the festival.
- Determine if recruiting of new volunteers is required and working with the Executive Director on this.
- Contribute to final drafts of training materials.
- Communication with volunteers about available roles, on-boarding, training, quarterly updates on festival, etc.
- Keep volunteers informed and up to date on relevant festival information and events leading up to, and throughout, the festival and monthly screenings.
- Be the first point of contact in case a volunteer has a concern.
- Coordinate the distribution of volunteer t-shirts, volunteer passes and any other required volunteer materials.
- Act as a Venue Chief during festival (1 shift per day) to ensure that volunteer issues and venue needs are being handled appropriately.
- Contribute to a festival post-mortem
- Prepare pre- and post-festival volunteer orientation/appreciation events with food and beverage, in collaboration with Project Coordinator.

Qualifications:

- Outstanding collaborator and team player.
- Previous experience managing and coordinating volunteers.
- Experience as a volunteer.
- Exceptional communication skills, both verbal and written.
- Ability to handle difficult situations with aplomb and grace.
- Strong time management skills, the ability to manage multiple priorities concurrently, and the ability to work under, and meet timelines.
- Ability to work within a budget.
- Adaptable to a flexible work schedule, including some evenings and weekends.

Time Commitment:

September thru February	5 hours/month
March	20 hours
April	10 hours
May	15 hours
June	60 hours
July & August	0 hours

Start Date: September 1, 2022.

Submit: Send your cover letter and resume to admin@thirdactionfilmfest.ca.

Deadline to Submit: Applications will be accepted until a suitable candidate is found.