

Volunteer Coordinator Job Description

The Salmon Arm Folk Music Society (SAFMS) is a non-profit charitable organisation that presents the annual ROOTSandBLUES festival, a concert series, and participation in local community outreach activities.

Taking place in the beautiful Shuswap Lake in the unceded traditional territory of the Secwepemc peoples in the Interior of BC, the festival has been a cultural presence in the community for over three decades. The SAFMS's mission is to present excellent world class, culturally diverse music and artistic experiences to enrich and build community.

JOB DESCRIPTION:

THE POSITION

We are seeking an energetic, motivated, and highly organised person to fill a seasonal full time Volunteer position to facilitate and administer our vision, mission, and values.

Reporting day to day to the Artistic Director, the successful candidate's duties include but are not limited to office administrative, box office, camping, and vendor activities.

DESCRIPTION:

This position is for those who are willing to do everything with grace and enthusiasm, and who are wanting to see what the inside of festivals is all about. The volunteer support team is made up of people willing to give it their all and reveal the amazing atmosphere that is ROOTSandBLUES and on all Salmon Arm Folk Music Society programming activities. The VC will provide leadership opportunities, teamwork training, build volunteer camaraderie, support event planning, and develop a supportive work environment for the volunteers to thrive. Time is split between organising volunteers and coordinating SAFMS grants.

GENERAL REQUIREMENTS::

- Highly organised
- Proficient writing and communication skills
- Enjoys working with people either indoors or outside
- Intermediate computer skills
- Able to follow instruction
- Will be lifting up to 35 lbs, periodically
- Comply with all Provincial Health Order restrictions

KEY RESPONSIBILITIES:

- The Volunteer Coordinator (VC) will lead the volunteer department and all volunteer activities.
- Lead volunteer recruitment and retention efforts on behalf of quality programming. Manage the volunteer content management software
- Update information on websites and volunteer related social media channels.
- Coordinate the volunteer application on website, and social media.
- Chair the Volunteer Strategy Committee to set objectives and goals.
- Create volunteer media (i.e poster, website banner).
- Plan and host the Head Supervisor Appreciation Dinner with the Volunteer Committee
- Communicate Head Supervisors and create a relationship.
- Assign/accredit volunteers to each crew with input from Head Supervisors.
- Work with sponsorship coordinator to organise food for volunteer set up, tear down and volunteer party, and other sponsorship items.

- Arrange delivery of sponsored volunteer food.
- Provide t-shirt numbers and colour requests to Administrative Services Manager. .
- Collect radio requests from Head Supervisors and complete radio order with staff.
- Arrange assistants to roll the t-shirts once they arrive.
- Make volunteer ID tags.
- Assist with set up and tear down of the festival site.
- Schedule volunteers for set up and tear down.
- Review all crew schedules.
- Support community outreach committee.
- Manage and schedule hired Volunteer Assistant.
- Assist team in planning and executing other festival activities when required.
- Submit a year end volunteer report by Oct. 15th. Report scope and content to be determined.

QUALIFICATIONS:

- Valid BC drivers licence and access to a vehicle.
- Criminal record check.
- Minimum 3 years of relevant volunteer and event management experience.
- Outstanding written and verbal communications skills, interpersonal relationship management, and conflict resolution.
- Project management experience an asset
- Comfortable using CMS (Zonefest, Better Impact, Vome, etc.)
- First Aid certification.
- Experience in site/venue infrastructure and operations, parking management, health & safety planning, event logistics, and/or production management is an asset.
- Excellent organisational and time management skills.
- An entrepreneurial approach to working, with an independent and highly motivated work ethic.
- Demonstrated ability to work with a variety of stakeholders.
- Commitment to equity, diversity, inclusion and accessibility.
- Team oriented and collaborative.
- Work variable work hours in accordance with the event schedule.
- Commitment to the company's goals and values.

How to Apply:

Salmon Arm Folk Music Society is an equal-opportunity employer and committed to fair and accessible employment practices. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the public we serve.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted by the Salmon Arm Folk Music Society.

Please apply by email with your cover letter and resume by no later than March 27, 2023. Send to: hr@rootsandblues.ca

Remuneration:

Part/Full time seasonal position depending on event schedule. \$17 to \$20 per hour based on experience.

Contact Name: Human Resource, hr@rootsandblues.ca