

## **VOLUNTEER TEAM COORDINATOR**

**Job Type:** Contract

**Duration:** 40 hrs/wk for 15 weeks

**Hourly Rate:** \$15.75/hour

**Start Date:** April 24, 2023

**Application Deadline:** April 10, 2023

HFTco is seeking a Volunteer Team Coordinator to lead the planning, training, recruiting, and scheduling of the hard-working volunteer team at our flagship Hamilton Fringe festival. Reporting to the Festival Director, the Volunteer Team Coordinator will focus on strengthening ties to the local community and encouraging participation in the cultural activities produced by the Hamilton Fringe. The Volunteer Coordinator will develop skills in clear, empathetic, effective communication as the key liaison for all volunteers and community partners during the summer months.

### **Key Areas of Responsibility:**

- Leading outreach efforts focusing on reaching volunteers working with disabilities, young people/students, new Canadians, senior citizens, citizens developing their English language skills, and those who face other socio-economic barriers to accessing cultural activities.
- Helming outreach, recruitment, training, and deployment of the volunteer team with support from core staff.
- Planning and overseeing volunteer safety and well-being; identifying and implementing individual accessibility accommodations as needed.
- Building and managing the volunteer database.
- Organize the Volunteer Appreciation event.
- Participating in and subsequently leading volunteers in the festival's health and safety procedures training and AODA customer service standards training.
- Helping to maintain and strengthen the organization's existing ties with key community partners.
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the Executive Director and Festival Director.

### **Professional Qualities and Skills:**

- 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 the 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.

### **About Canada Summer Jobs**

This position is made possible through the support of the Canada Summer Jobs program. Please note that contract start date, duration, and total hours of the work term may change subject to confirmation of program funding. Any changes will be communicated to successful applicants prior to hiring.

In accordance with Canada Summer Jobs eligibility requirements, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**To apply:** Please send a cover letter and resume by April 10, 2023 to [christopher@hftco.ca](mailto:christopher@hftco.ca) with 'Volunteer Team Coordinator' in the subject line. Please state whether or not you meet the eligibility requirements of the Canada Summer Jobs (CSJ) program in your cover letter. Please submit files in a single PDF file, using the following naming format: your first name\_your last name.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

### **About Hamilton Fringe:**

The Hamilton Fringe Festival runs July 19-30, 2023 in multiple indoor and outdoor locations across downtown Hamilton, Ontario. Every summer, the festival welcomes 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances over 12 days. In an average year, the annual summer festival draws in more than 20,000 audience members to the region each year.