

VOLUNTEER TEAM COORDINATOR

Job Type: Contract

Duration: 240 hrs over 6 weeks

Hourly Rate: \$17.00/hour

Start Date: No later than June 17, 2024

Application Deadline: May 3, 2024



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 Executive 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.

Please note that contract start date and duration may change subject to confirmation of program funding. Any changes will be communicated to successful applicants prior to hiring.

To apply: Please send a cover letter and resume by May 3, 2024 to **christopher@hftco.ca** with 'Volunteer Team Coordinator' in the subject line. 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 17-28, 2024 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.