

## **ASSISTANT VOLUNTEER COORDINATOR**

**Job Type:** Contract

**Duration:** 6 weeks

**Hourly Rate:** \$18.75/hour

**Total Hours:** 100

**Anticipated Start Date:** June 23, 2025



HFTco is seeking an Assistant Volunteer Coordinator to help lead the planning, training, recruiting, and scheduling of the hard-working volunteer team at our flagship Hamilton Fringe festival. Reporting to the Volunteer Coordinator, the Assistant Volunteer Coordinator will focus on strengthening ties to the local community and encouraging participation in the cultural activities produced by the Hamilton Fringe. The Assistant 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:**

- With the Volunteer Coordinator, 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.
- Helping outreach, recruitment, training, and deployment of the volunteer team with support from Volunteer Coordinator and core staff.
- Planning and overseeing volunteer safety and well-being; identifying and implementing individual accessibility accommodations as needed.
- Building and managing the volunteer database.
- Helping to 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 Managing 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, total hours, and term 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 resume via email by April 18, 2025 to [info@HFTco.ca](mailto:info@HFTco.ca) with 'Assistant Volunteer Coordinator' in the subject line and in the body of the email, let us know in a few sentences why this job caught your attention. Please attach your resume as a PDF using the following naming format: your first name\_your last name\_job title.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

**About HFTco & Hamilton Fringe:**

Hamilton Festival Theatre Company (HFTco) strives to make theatre accessible to both audience members and theatre makers and is committed to fostering both the development of professional artists and an appreciation of the arts in the region. HFTco public arts programming includes the flagship 12-day unjuried Hamilton Fringe Festival, the community-embedded winter festival Frost Bites, and year-round Artist Development programs and public workshops.

Hamilton Fringe Festival is the Hamilton, Ontario's biggest, boldest 12-day performing arts festival, running July 16-27, 2025, activating indoor and outdoor locations across the city. Welcoming 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances, the annual summer festival draws 17,000+ attendees and engages 150+ volunteers each year.

