

Volunteer Coordination Assistant Vancouver International Fringe Festival



DESCRIPTION

The Vancouver International Fringe Festival, September 8-19, 2010, hosts over 400 performances in venues on and around Granville Island. The Fringe accepts over 70 theatre companies from around the world on an un-juried and uncensored basis. This makes for live performance that runs the gamut from weird to wonderful, classic to avant-garde, dance to tragedy, multi-media to comedy!

Reporting to the Volunteer Coordinator, the Volunteer Coordination Assistant supports the recruitment, management and training of the festival's 450 volunteers. The position is a seasonal position commencing on May 17, 2009 and ending at October 15, 2010. The Volunteer Coordination Assistant works under the direction of and reports to the Volunteer Coordinator.

Please note: *In order to be eligible to apply, you must be currently unemployed and receiving Employment Insurance (EI) benefits.*

RESPONSIBILITIES

- Coordinating the creation of the Volunteer Centre
- Creating recruitment materials
- Assisting the Volunteer Coordinator with orientation and training sessions
- Assisting the Volunteer Coordinator with interviewing and scheduling volunteers
- Working with volunteer department interns
- Updating the volunteer database (FileMaker)
- Creating a database manual
- Assisting with set up and strike of the volunteer centre
- Assisting with coordinating the volunteer centre
- Coordinating and responding to phone and e-mail enquiries
- Other duties as required
- Preparation and delivery of a final report

QUALIFICATIONS

- Experience in managing volunteers
- Ability to work independently and as part of a team
- Enthusiastic ambassador for the Fringe
- Exceptional organizational skill, very personable, very skilled at facilitating and mediating
- Excellent oral and written communication skills
- Computer skills to prepare schedules, create time-lines, keep information well organized and easily understandable
- Ability to work under pressure and to work flexible hours
- An interest in the theatre and an awareness of the non-profit environment

SALARY: \$12.00/hour

HOW TO APPLY

- Email a cover letter and resume to administration@vancouverfringe.com
- If you are applying for more than one position, email your resume and cover letter separately for each position, stating the job title in the subject line.
- State if you meet the EI eligibility within your cover letter.

APPLICATION DEADLINE: April 24, 2010