



Vancouver Fringe Festival
Box 203-1398 Cartwright St.
Vancouver, BC, V6H 3R8
vancouverfringe.com

Volunteer Supervisor: Canada Summer Jobs Position

The Vancouver Fringe Festival, produced by the Vancouver Fringe Theatre Society, is BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe features unjuried, uncensored theatre of all kinds and for all audiences September 7-17, 2017 at venues on and around Granville Island and across the city.

Reporting to the Volunteer Coordinator, the Volunteer Supervisor supports the recruitment, assignment, management, and training of more than 500 volunteers who make the Fringe happen. We are looking for someone with great attention to detail and people skills. The person in this position also takes the lead in preparing the Volunteer Centre and managing the volunteer database. This is a full-time seasonal position, beginning on June 12, 2017 and ending on September 1, 2016. Special consideration is given to candidates who are available the weekends of September 9-10 and 16-17.

ELIGIBILITY

This position is contingent upon receipt of funding through the Canada Summer Jobs program. **The successful candidate must meet the criteria of the program as listed below:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

RESPONSIBILITIES

- Assisting in the training and supervision of up to five interns
- Volunteer outreach and recruitment
- Training and supervising high-level volunteers in box office procedures and technology
- Learning the Volunteer Database program (Better Impact) and creating/entering shifts
- Assisting with the interviewing and scheduling of 500+ volunteers
- Assisting with volunteer orientation and training sessions
- Coordinating and responding to a high volume of phone and e-mail inquiries
- Other office duties as required, including preparation and delivery of a final report

QUALIFICATIONS

- Experience working with volunteers
- Exceptional organizational skills
- Excellent people skills
- Experience with database management
- Ability to work under pressure and to work flexible hours
- An interest in the arts and an awareness of the not-for-profit environment

SALARY: \$12 per hour, based on a 37.5 hour work week

HOW TO APPLY: Email your resume and cover letter by noon on **May 11, 2017** to Angie Descalzi at angie@vancouverfringe.com with the job title in the subject line of your email. Please state in the cover letter that you understand and meet the grant qualifications.

The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Fringe is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes.