



## JOB DESCRIPTION

**Post:** Volunteer Coordinator (x2) (full-time, seasonal Staff)

**Reporting to:** Volunteer Manager

**Working with:** Volunteer Team Leaders (x3)

## Background

Vancouver Fringe has produced and welcomed audiences to the Vancouver Fringe Festival for over 35 years. Pursuing the vision of 'Theatre for Everyone', each annual Fringe Festival features un-juried, un-curated theatre of all kinds for all audiences.

As British Columbia's largest theatre festival, supported by a portfolio of federal and provincial funding bodies, Vancouver Fringe Theatre Society has 5 broad aims:

- To be a leader in equity, diversity and inclusion within the sector
- To provide a barriers free performance experience for artists and audiences alike
- To be an incubator for new and emerging performance creators
- To support artistic innovation, excellence and sustainability
- To create opportunities for human connection, empathy and compassion through art

## The Role

Key components of our Volunteer Department across the Festival Season, the Volunteer Coordinators administrate all aspects of the organization's robust volunteer program, which annually recruits over 300 dedicated volunteers to oversee the smooth running of our Festival (Sep 7 - 17, 2023).

Made available to the organization through a generous grant from Canada Summer Jobs, Vancouver Fringe is seeking a motivated co-op student with meticulous attention to detail and a true passion for volunteering in the arts. Suitable candidates should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

## Purpose

- To work with the Volunteer Manager to recruit, train and initiate the organization's large cohort of volunteers.
- To be a champion for the organization's database of volunteer information and skills, matching volunteers to the most suitable opportunities based on their knowledge, interests and ability.
- Being on-hand to provide guidance and support to both Volunteer Team Leaders and the wider volunteer pool, keeping them informed of their daily roles and responsibilities, as well as conveying their importance to the Festival and organizational appreciation for all their time and commitment.

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**Executive Director:**  
Duncan Watts-Grant

**Chair of the Board:**  
Leslie Carly

**Vancouver Fringe**  
Box 203 - 1398 Cartwright St.  
Vancouver, BC V6H 3R8  
**Phone:** (+1) 604-257-0350

**Charitable Tax No.**  
#11891 9547 RR0001  
**@VancouverFringe**  
**vancouverfringe.com**



## Responsibilities

- To assist in the management and recruitment of over 300 Festival Volunteers through outreach, poster distribution, online postings, and social media.
- To supervise the Volunteer Team Leads who are employed to provide physical presence and act as a liaison between volunteers and core Fringe staff in the Volunteer Centre throughout the Festival.
- To support the Volunteer Manager in maintaining financial records and ensuring that all expenses of the Volunteer Department both remain within budget and are reconciled appropriately.
- To communicate with internal departments to plan and deliver volunteer training and orientation sessions.
- To create and maintain volunteer schedules, recording hours through the Better Impact management system.
- To ensure that all volunteers adhere to the volunteer Code of Conduct.
- To act as a key contact for all volunteer phone calls and e-mails.
- To source sponsorship partnerships and secure donations (food, supplies, prizes etc.) for the Volunteer Centre across the duration of the Festival, as well as the concluding Volunteer Appreciation Party.
- To attend regular preparation and planning meetings as required.
- To maintain a strong presence within the Volunteer Centre alongside each of the Volunteer Team Leaders, and act to create an inclusive and welcoming atmosphere.
- To assist in the planning and execution of the Volunteer Appreciation Party (Sep 19, 2023)
- To complete all other duties as required, including a final report for submission at the end of the work term.

## Person Specification

	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> <li>- Excellent interpersonal and communication skills</li> <li>- A self-starter and team player, who has the ability to maintain confidence and enthusiasm within a public-facing role</li> <li>- An ability to create an all-inclusive environment, supporting team morale and inspiring excellence</li> </ul>	<ul style="list-style-type: none"> <li>- Familiarity with Better Impact or other related CMS systems is an asset</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>- Competent in office admin, including use of Microsoft Word, Excel, and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>- An appreciation for the arts, especially theatre and/or visual arts</li> </ul>
Qualifications, Training & Education		<ul style="list-style-type: none"> <li>- Enrolment in a relevant degree-level program</li> <li>- Certifications in working-with-others</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Juggle multiple responsibilities and deliver projects to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience in a leadership role (camp leader, youth groups, societies etc.)</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>- Ability to work flexible hours</li> </ul>	

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## Terms & Conditions

**Salary:** \$22

**Hours:** 37.5 per week (May 29 – Sep 30)

A full-time role based on a 37.5-hour week. Due to the nature of the role, there will sometimes be a requirement to work additional evenings, most specifically around the dates of the Festival (7 – 17 Sep, 2023). There is no overtime paid and no formal time off in lieu system except in agreement with the line-manager.

**Vacation/Leave:** This is a seasonal position made available with the expectation that the post-holder will be available for the duration of the contract, however the post-holder will be entitled to all public holidays as standard.

**Notice:** 2 weeks' notice on either side.

**Equality, Diversity & Inclusion:** We are seeking candidates who share our commitment to diversity and can bring a range of perspectives, experiences, and backgrounds to our organization. We welcome applications from individuals of all races, ethnicities, nationalities, genders, sexual orientations, ages, abilities, and religions, especially from those who have historically been underrepresented in our industry.

To apply, please email your resume and a brief cover letter to  
Larissa Lau, Volunteer Manager, via: [volunteer@vancouverfringe.com](mailto:volunteer@vancouverfringe.com)

Positions will remain open until filled. Only those who are selected for an interview will be contacted.

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