

EMPLOYMENT POSTING

Volunteer Coordinator



Employer: BARD ON THE BEACH SHAKESPEARE FESTIVAL

Bard on the Beach Theatre Society is Western Canada's largest Shakespeare Festival with an annual budget of over \$6 million and welcomes over 100,000 patrons per year. Now entering our 28th Season, the Festival offers Shakespeare plays, related dramas, and several special events from June through September in two large theatre tents in a magnificent setting on the waterfront in Vanier Park and arts education programming year-round.

General Description of Duties:

This position is responsible for all aspects of volunteer coordination including recruitment, orientation, scheduling, evaluation and recognition. Primary duties will include the on-site coordination of 200+ volunteers over more than 190 performances. The Volunteer Coordinator will be a part of the front of house team and will be expected to be involved with the nightly activities surrounding the festival.

Areas of Responsibility and Oversight:

- Recruitment, initial contacting, screening, contracting and general orientation of all volunteers
- Regular scheduling of enough volunteers for each performance or event
- Nightly deployment of volunteers on site to various work areas based on volunteer strengths, abilities and responsibilities required
- Continual contact and support of volunteers where appropriate including affirmation, evaluation, correction, discipline, and release, if required.
- Development and execution of recognition program including gift packages, incentives, and appreciation event.
- Development and maintenance of accurate records of all volunteer activity including availability, hours worked, experience and training (familiarity with Volunteer Squared or similar web based scheduling programs an asset),
- Direct supervision of some volunteer positions.

Qualifications:

- The successful candidate will be a team player yet able to work independently, self-motivated, highly organized and accurate with strong leadership experience.
- Previous volunteer management experience is required.
- Volunteer Management Certificate or 3 years equivalent experience preferred.

Duration: Full Time at 37.5 hours per week from April 3 until the end of the season (late September).

Compensation: \$15.75/ hour

Apply: Please submit cover letter and resume to Director of Operations, Ava Forsyth at resumes@bardonthebeach.org by **March 17, 2017**.

No phone calls thank you.

Thank you for your interest. Only those applicants selected for an interview will be contacted.

BARD ON THE BEACH SHAKESPEARE FESTIVAL

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A Non-Profit Society and Registered Charity