



POSITION:	Volunteer Coordinator
SUPERVISOR:	Arts Events Production Manager
EMPLOYMENT LENGTH:	March 1 – May 31, 2019
PART TIME/FULL TIME:	Part Time/Seasonal (up to 30 Hours per week)
COMPENSATION:	Hourly - \$14.00 - \$16.00, depending on experience

DESCRIPTION:

The Volunteer Coordinator is responsible for overseeing the volunteer program for the Salt Lake City Arts Council's summer program, the Living Traditions Festival. Duties include managing the outreach, communications and recruiting of volunteers for the program. This position is also responsible for creating and managing the master event shift schedules and placing volunteers within these schedules. The Volunteer Coordinator will work with other staff members to fulfill their onsite volunteer needs and scheduling. In addition, the Volunteer Coordinator will be the onsite supervisor for all volunteers at the event and work with staff to confirm their placement including last minute needs. This position will also coordinate and fulfill all volunteer benefits as well as other duties as needed and defined by the Production Manager.

DUTIES:

- **Manage Volunteer Outreach, Recruiting and Communications**
 - Work with the Production Manager to review and update the overall plan, goals and procedures for the volunteer program
 - Review and update online volunteer application details, forms, and application process
 - Work with Communications Manager to develop and execute the advertising and communication plan for call-for-volunteers and other outreach information
 - Contact and build relationships with local volunteer groups, school organizations and church groups as they relate to each programs needs
 - Manage volunteer contacts and communications
 - Screen volunteer recruits and work to confirm schedules and details with prospective volunteer candidates

- **Create Volunteer Master Schedules and Placement Details**
 - Review, update and build master volunteer schedules for both programs
 - Work with internal SLCAC staff to coordinate their individual on site volunteer needs and placement (Production, Beverage Services, etc.)
 - Update shift scheduling details as needed

- **Supervise Onsite Volunteer Teams at Events**
 - Create detailed timelines outlining all operational & set-up/strike details, dates & times
 - Work with internal SLCAC staff to help execute their individual on-site set up needs and timelines (Production, Beverage Services, etc.)
 - Work with staff to troubleshoot last minute set-up & service needs
 - Support overall operations & staff as needed



- **Hire & Manage Volunteer Staff**
 - Working with Program Manager – recruit and hire Volunteer Assistant position; Assistant position works during event specific timeframes and support VC with all duties and execution
- **Manage Volunteer Benefit Details & Fulfillment**
 - Work with Program Manager and Sponsorship Manager to solicit incentives used for volunteer benefits
 - Ensure all eligible volunteers receive proper benefits, as needed
- **Other Duties As Assigned**

QUALIFICATIONS:

Education & Experience

- 1-2 years experience in managing & supervising volunteers preferred
- Experience working with large scale festivals & events necessary

Knowledge, Skills, and Abilities

- Strong knowledge in all Microsoft products (Word, Outlook, Excel)
- Excellent communication and interpersonal skills (written & verbal) required
- Professional attitude and demeanor (tact, sensitivity, and diplomacy) is required
- Detail oriented, able to audit work to avoid mistakes, and perform tasks accurately is required
- Ability to think and act quickly under pressure required
- Knowledge in project and personnel management and team work required

To apply, please send resume and cover letter detailing experience to livingtraditions@saltlakearts.org