

WINNIPEG folk FESTIVAL

Job Title:

Volunteer Resources and Strategic Initiatives Associate

Job Summary:

The Winnipeg Folk Festival is seeking a Volunteer Resources and Strategic Initiatives Associate to join its team. This Associate will support the work of the Manager of Volunteer Resources and Strategic Initiatives and will serve as the main contact for a strong volunteer community and will offer support to ongoing projects within the organization. The ideal candidate will have experience in event planning and working with volunteers. We are looking for someone who loves to work with people, is calm under pressure, and has excellent organizational and communication skills.

Term:

1-year term position

Responsibilities:*Volunteer Resources*

- Serve as a main contact for volunteers reflecting the mission and values of the organization as well as the goals of the volunteer program.
 - Ongoing communication with coordinators and volunteers year-round, including:
 - Phone calls.
 - Emails.
 - Newsletters.
 - Facebook.
 - Twitter.
 - Other social media opportunities.
- Ensure that all volunteer program processes and policies are current and reflect the mandate of the volunteer program. This includes:
 - Application forms – online and paper.
 - Website content.
 - Coordinator manual.
 - Volunteer guide.
 - Crew and volunteer job descriptions.
- Provide volunteer human resource function including:
 - Maintaining the volunteer database.

- Screening new applicants.
- Coordinating background checks as required.
- Scheduling crew meetings.
- Approving all kin pass and camping pass requests.
- Provide lead administrative function of the volunteer program by:
 - Determining details for volunteer t-shirt order for annual summer festival.
 - Preparing all volunteer access credentials prior to annual summer festival.
 - Organize logistics for annual Volunteer Rally prior to annual summer festival.
 - Organize logistics for annual set up day and tear down day.
- Advocate for volunteers and volunteer services.
- Implement volunteer recognition programs, appreciation events and acknowledgement programs and assist with developing and formalizing volunteer recognition program by:
 - Organizing an annual Coordinator Appreciation Dinner post-annual summer festival.
 - Celebrating significant life events of volunteers.

Strategic Initiatives

- During a critical period of growth and development, this position will help support the site redevelopment project and the associated changes.
- Provide administrative function to support strategic initiatives by:
 - Assisting with communication strategies with stakeholders.
 - Organizing logistics for meetings with stakeholders.
 - Researching best practices.
 - Liaising with other festivals, experts.

General

- Provide telephone reception relief at lunch and during breaks.
- Receive deliveries and arrange for couriers.

Skills and Abilities:

- Ability to prioritize tasks.
- Ability to coordinate and meet deadlines.
- Ability to work calmly and politely under pressure.
- Attention to detail.
- Ability to juggle multiple tasks.
- Must have a positive attitude.
- Excellent communication and customer service skills.
- Excellent organizational skills.
- Excellent telephone skills.
- Experience working with volunteers.
- Experience organizing successful special events.
- Ability to work well in a team environment.
- Ability to take initiative and work independently.
- Must be mature and have sound judgment.
- Ability to maintain confidentiality, discretion and diplomacy.
- Excellent office technology skills.
- Proficient in Microsoft Office.

- Proficient in database management software.

Salary:

Salary is commensurate with experience.

To apply, please email resume, cover letter, and list of references to resume@winnipegfolkfestival.ca by February 15th, 2010. Include Volunteer Resources and Strategic Initiatives Associate in the subject line.

Only those applicants asked for an interview will be contacted.