



Volunteer Coordinator - Kazoo! Fest 2018

Job Description

The 11th edition of Kazoo! Fest is taking place April 11 - 15, 2018. The Kazoo! Volunteer Coordinator is a temporary contract position which is focused on recruiting, training, and coordinating volunteers leading up to and during the festival. The hours of work may be irregular and variable and are those required to meet the objectives of the festival. Reporting to the Operations Manager, the responsibilities of the Kazoo! Fest Volunteer Coordinator will include, but are not limited to, the following:

- develop and execute a volunteer plan
- assess support requirements for all events
- coordinate social media and web promotion of volunteer opportunities
- confirm returning volunteers and recruit new ones
- schedule volunteers in advance and manage last minute changes
- meet new and returning volunteers
- maintain a volunteer contact spreadsheet
- streamline volunteer benefits (such as free passes)
- provide a complete volunteer schedule
- debrief with the group after the festival

HONORARIUM: Kazoo! Fest is a volunteer driven festival and is able to offer an honorarium of \$1,000 for this position. No additional hours, overtime, or benefits will be paid unless agreed to by the Kazoo! Festival Board of Directors.

If you are interested, please send your resume and quick note to emily@kazookazoo.ca by Tuesday January 9th, 2018.