



JOB POSTING: VOLUNTEER COORDINATOR

The Arts Club Theatre Company, founded in 1964, is Canada's largest not-for-profit urban theatre company. Led by Artistic Managing Director Bill Millerd and Executive Director Peter Cathie White, it offers professional theatre at three venues—the Stanley Industrial Alliance Stage, Granville Island Stage, and Goldcorp Stage—as well as on tour throughout the province.

The Arts Club Theatre Company is currently accepting applications for the position of Volunteer Coordinator. The Volunteer Coordinator will be responsible for recruiting, training and organizing of volunteers and interns. Working under the guidance of the Manager of Administration this position will oversee a set of best practice guidelines and a vision for the volunteer program. This is a part-time 20 hour a week position with flexible hours anticipated.

Responsibilities:

- Maintains a robust, structured volunteer program, serving artistic, production, event and administrative needs.
- Working with the various departments develops a comprehensive volunteer and intern needs assessment for company activities.
- Interviews and conducts orientations for new volunteers and interns.
- Schedules volunteers into shift work for company activities. Contacts volunteers and confirms their shifts' start and end times.
- Tracks hours and coordinates the ticket program offered to volunteers.
- Manages the motivation, retention, and recognition strategies for the volunteer program.
- Works to keep volunteers properly informed about the company and their duties.
- Organizes and hosts volunteer appreciation events.
- Trains volunteers on a how to conduct and lead tours of our spaces.
- Builds relationships with community partners and external organizations that provide volunteer development and recruitment.
- On an annual basis provides a report on the volunteer program, detailing activities and recommendations.
- Opportunity for additional hours doing Front of House Management on occasion.

Qualifications:

- Supervisory experience, preference would be given to those who have managed and recruited volunteers.
- Exceptional interpersonal, oral and written communication skills.
- Ability to meet deadlines.
- Detailed oriented.
- Able to work well individually and as part of a team.
- Self-starter, we are seeking a creative thinker.
- Familiarity with software systems "Better Impact" or "Volunteer Square" is preferred.

Hours of Work: 20 hours per week. Because of the nature of this position the Volunteer Coordinator might need to flex their hours occasionally for evening or weekend events.

Salary: \$19.00 per hour.

Deadline for submissions: May 26, 2017, or until the position is filled.

Please provide a resume and cover letter:

Attention: Ms. Teddy Forsyth, Manager of Administration

E: humanresources@artsclub.com

203-162 West 1st Avenue, Vancouver BC V5Y 0H6

www.artsclub.com

We thank all who express interest in this position, however, only those selected for an interview will be contacted.