

East Coast Music Conference and Awards - Sydney, Cape Breton

Job Opportunity

Title: Volunteer Coordinator

Duration: 15 weeks (January to April 2016)

Contract Fee: \$6000.00

Employer: East Coast Music Association Inc.

The East Coast Music Association is currently seeking a Volunteer Coordinator for East Coast Music Week 2016 located in Sydney, Nova Scotia. The successful candidate will be based in the Sydney area and will report directly to the Event Operations Manager. The Coordinator is responsible for development and implementation of the Festival Volunteer Program and supervision of 400+ festival volunteers. This position will require communication with all departments to identify and support their volunteer needs.

Under the direct supervision of the Event Operations Manager (Halifax) the Coordinator is responsible for the smooth operation of all aspects of the event requiring volunteer involvement.

General Tasks:

- Work in cooperation with all departments to determine volunteer requirements for the Festival.
- Recruit, schedule and provide benefits to all festival volunteers.
- Liaise with post secondary education programs to engage student volunteers.
- Plan and host volunteer recruitment and orientation sessions.
- Update and maintain the volunteer database.
- Organize a Volunteer Manual with full job descriptions, code of conduct and other essential orientation materials.
- During the event, manage volunteer headquarters and maintain refreshment needs for all volunteers.
- Coordinate Volunteer Appreciation activities and follow-up.
- Develop and administer volunteer program evaluation with volunteers and staff.
- Develop and evaluative report, identifying best practices, sharing logistics templates for use for future festival projects.

Qualifications:

- Previous experience working with large groups of volunteers and understand the dynamics of working with volunteers.
- Have strong organizational skills, detailed oriented with a strong ability to prioritize and multi-task and meet deadlines.
- Be reliable, hard-working, conscientious and a team player with a positive attitude.
- Proven interpersonal and leadership skills, experience with volunteer-run organizations, work well independently and with others.
- Be creative, resourceful, flexible, and take initiative.
- Demonstrate appropriate problem solving capabilities, be able to assess and handle difficult situations.
- Have excellent communication skills, both verbal and written.
- Specific experience with, or knowledge of, the regional music scene, and multi-event operations is also desirable.
- Bilingualism an asset.

Requirements:

- This position is located in Sydney, and ECMA office is located in Halifax, therefore the individual must be self-directed.
- Applicants must be able to work from home.
- Must be willing to work flexible hours including evenings and weekends, particularly during the East Coast Music Week event (April 13-17, 2016).

To Apply:

Interested individuals can apply by submitting a resume and cover letter to the following email address: operations@ecma.com. **Applications must be received by 5:00pm AST, January 4, 2016. Only individuals chosen for interviews will be contacted.**