



*"GlobalFest is a not-for-profit society dedicated to celebrating and showcasing Calgary's cultural diversity and artistic excellence within our communities locally and across the globe. We are committed to producing an inclusive, world-class, multi-faceted arts and cultural festival that will enhance Alberta's reputation as a truly international destination."*

### **Volunteer Coordinator**

Under the supervision of management, the Volunteer Coordinator position will focus on the recruitment, orientation, coordination and oversight of over 800 volunteers who help make GlobalFest an annual success. This is a front line position that deals directly with the public.

The GlobalFest family is a small but determined group of individuals. Working with such a vibrant and eclectic group can make for a very challenging and very rewarding summer work experience. As a small team, all staff may be required to participate in some physical labour and outdoor festival production support.

Duties include but are not limited to:

- Team Management
  - Ensure that Team Leaders are kept informed with respect to festival additions, cancellations, changes, etc. that impact their respective teams
  - Provide clear communication between the Team Leaders and the organization regarding volunteer numbers and duties
  - Assist Team Leaders in procuring items they will require once on-site at Elliston Park
  
- Volunteer Recruitment & Management
  - Manage volunteer applications
  - Meet with prospective volunteers, and place them within teams complementing individual strengths or interests
  - Maintain master list including pertinent information regarding all festival volunteers
  - Manage and disseminate new information by means of database input
  - Prepare volunteer related items, e.g. t-shirt order
  
- Event Management
  - Plan, execute, manage and lead four volunteer orientation sessions
  - Plan, execute and manage volunteer appreciation party
  
- Procurement
  - Procure and manage volunteer food and beverages for GlobalFest
  - Gifts, coupons, prizes, etc... for volunteer "Thank You" bags, orientations and appreciation party

The successful candidate will also be assisting with GlobalFest's participation at 2018 promotional events (other Calgary summer festivals).

General office & administrative duties.  
Evening and weekend work is expected.

Job requirements:

- Demonstrated strong written and oral communication skills
- Comfortable with telephone skills and cold calling potential clients/partners
- Comfortable with conducting placement interviews
- Ability to work both collaboratively and independently
- Confident in stressful situations
- Proficiency in Windows and MS Office (predominantly Excel)
- Post-secondary student continuing their education in the fall of 2018
- Valid Drivers Licence & own vehicle



Granting eligibility states selected student must:

- Be no older than 30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please note - compensation for moving (travel, rent, utilities, etc.) is not provided.

This position will run from May 1 through to August 31, 2018.

It is a full-time position with a salary of \$11,475.00 over 18 weeks.

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We thank all applicants in advance for their interest in GlobalFest. Due to the expected high number of applicants for this position, only applicants selected for an interview will be contacted. No phone calls please.

**Please send cover letter and resume to:  
globalfest.yyc@gmail.com, Subject: YLOT Program – Volunteer Coordinator**

Applications will be accepted until end of day Friday, February 2, 2018.