



“GlobalFest is a not-for-profit community development agency dedicated to celebrating, showcasing and promoting Calgary’s cultural diversity and artistic excellence, which enriches the lives of our citizens and strengthens our community, while simultaneously enhancing Alberta’s reputation as an international destination. GlobalFest is also dedicated to facilitating discussions of issues pertaining to racism, discrimination, oppression, and justice, as well as educational programming addressing these issues, in the hopes that they lead to sustained commitment by our community to work towards a more inclusive society”

Volunteer Coordinator

Working with management, this position will focus on the recruitment, orientation, coordination and oversight of over 700 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 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 a number of volunteer orientation sessions
 - Plan, execute and manage volunteer appreciation party
- **Procurement**
 - Procure and manage volunteer food and beverages for GlobalFest
 - Procure gifts, coupons, prizes, etc... for volunteer “Thank You” bags, orientations and appreciation party

The successful candidate will also be assisting with the GlobalFest Golf Tournament, as well as promotional sales events (other Calgary summer festivals) including Lilac Festival, Inglewood Sunfest, and Marda Gras, just to name a few General office & administrative duties.



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

Job requirements and criteria:

- Demonstrated strong written and oral communication skills
- Comfortable with telephone skills and cold calling potential clients/partners
- Proficiency in Windows and MS Office
- Ability to work both collaboratively and independently
- Valid Drivers Licence and own vehicle with clean driving record

Granting eligibility states selected students must:

- Be no older than 30 years of age
- Be a Canadian citizen, permanent resident, or person to who refugee protection had 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 September 1, 2023.
It is a full-time position with a salary of \$11,475.00 over 18 weeks.

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 Wednesday, March 1, 2023.