



Job Description Volunteer Coordinator Taste of Edmonton 2019

Main functions: Reporting to the organization's volunteer manager, you will assist in planning and executing the Taste of Edmonton festival in 2019.

Duties:

We are looking for a fun, outgoing, and creative person to join the Taste of Edmonton team.

A sample of your job duties:

- Interview, recruit and schedule new volunteers
- Prepare and assist in volunteer orientations
- Supervise and coordinate volunteers
- Monitor and evaluate volunteers and work areas prior to the festival
- Provide a positive work environment for volunteers
- Prepare and set up as required on-site
- Coordinate day to day issues that arise during festival
- General clerical and administrative duties
- Assist with volunteer guide and reports
- Record hours and evaluate new volunteers in volunteer software

Working conditions:

- Work weeks are Monday - Friday, 8:30 am - 4:30pm leading up to the festival and after conclusion
- Work evenings and weekends, especially during festival hours
- Contract timeline is 35 hours/week June 3 to August 19

Key competencies:

- Proficient spoken and written English, punctual, meticulous, reliable and a leader
- Proficient in the use of Microsoft office
- Team player – collaborative and cooperative
- High attention to detail, excellent organizational skills, multitasker
- Must be able to collaborate and cooperate with multiple workgroups.
- Problem solving and troubleshooting - professionally and efficiently
- Physically able to lift up to 50lbs, be mobile for 8+ hours
- Ability to meet tight deadlines
- Ability to work in a fast-paced environment with constantly changing needs
- Access to a vehicle is preferable
- Experience with event planning and/or volunteer coordination is an asset

Employment requirements:

- Current post-secondary student returning to school for Fall 2019 semester
- Comply will all provincial federal and municipal codes of practice and bylaws
 - Human resource policies and procedures as set out in Alberta employment standards
 - Current business processes and systems
 - Health and safety procedures and ensure policies adherence
- Must be of legal age