

Fringe Theatre Adventures Society (FTA)

From its grassroots beginnings as Chinook Touring theatre in 1980, Fringe Theatre Adventures (FTA) is a community recognized for theatre evolution. FTA produces the Edmonton International Fringe Theatre Festival and showcases theatre year round in our south side performance arts facility, the TransAlta Arts Barns.

Position Title: Assistant Volunteer Coordinator

Reports to: Volunteer Coordinator

*The **Assistant Volunteer Coordinator** reports to and assists the **Volunteer Coordinator** with responsibilities as they relate to the Edmonton International Fringe Theatre Festival. This Festival engages 1000+ Volunteers and 100+ Volunteer Team Leaders over a 10-day period in August.*

Responsibilities

The Assistant Volunteer Coordinator works with the Volunteer Coordinator to:

Administration:

- Develop volunteer scheduling templates and job descriptions which detail specific volunteer roles and responsibilities
- Communicate directly with volunteers re: their orientation dates and job placements
- Process volunteer applications, field questions, enter data, update contact information and maintain volunteer hours in the volunteer database

Events:

- Assist the Volunteer Coordinator with all aspects of pre-festival volunteer orientations and events
- Plan, organize and implement all volunteer specific appreciation and team building events during the Festival (examples may include Kick-off BBQ, Pancake Breakfast, Ice Cream Social, Volunteer Scavenger Hunt, and Wrap Party)
- Provide on-site assistance and back up to the Volunteer Coordinator during the Festival

Qualifications/Skills and Proficiencies

- Successful candidate will be pursuing a college or university diploma/degree in a related field such as Business Administration, Arts and Culture, Voluntary Management, Communications, Human Resources, etc.
- Ability to work in a computerized environment with a Volunteer database
- Excellent organizational and time management skills; able to prioritize and multi-task in a fast-paced environment
- Able to work independently and as part of a team
- Previous experience with or as a volunteer in a non-profit environment is an asset
- High degree of maturity and sense of responsibility as this position is a critical support to the success of the Festival

Work Schedule

The Assistant Volunteer Coordinator position is a **4- month position from May 1 to August 30 inclusive**. FTA office hours are Monday-Friday, 9 a.m. – 5 p.m. The Assistant Volunteer Coordinator will work 35 hours/week within this core time with flexibility based on meeting and event schedules. Some evening and weekend work will be required with time off in lieu of hours worked.

How to Apply:

If you are interested in applying for this position, please send a cover letter and resume in confidence to:

Debbie Buchynski
Fund Development Director
Fringe Theatre Adventures
10330 84 Avenue
Edmonton AB T6E 2G9

Competition No: Vol-2-2012

Closing date: March 28, 2012