

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: Volunteer Coordinator

Reports to: Fund Development Director

*The **Volunteer Coordinator** is responsible for the overall management of the **FTA Volunteer Department** and ensures effective implementation of FTA initiatives through involvement of volunteers at all levels of the organization.*

This position is responsible for building a positive and meaningful environment for the 1,000+ volunteers and approximately 100 volunteer Team Leaders involved with the Edmonton International Fringe Theatre Festival and with Arts at the Barns.

Responsibilities

The Volunteer Coordinator is responsible for all aspects of volunteer recruitment, placement, management and recognition of FTA volunteers.

This includes:

Administration:

- Timely preparation, distribution and processing of volunteer applications
- Volunteer interviewing and screening
- Developing volunteer scheduling templates and job descriptions which outline specific volunteer roles and responsibilities
- Preparing volunteer training materials
- Recommending and implementing improvements to volunteer policies and procedures as documented in the Volunteer Policies and Procedures Manual
- Managing the Volunteer database - VMS (Volunteer Management Software)
- Implementing formal and informal recognition programs for all volunteers
- Executing overall department plans within a designated annual volunteer budget
- Managing department support staff as required, including a 4-month summer student position

Events:

Festival

The major volunteer supported FTA event is the Edmonton International Fringe Theatre Festival held over 10 days in August each year. Core activities for the Volunteer Coordinator in addition to those listed above include:

- Developing a positive rapport and working relationship with Festival Team Leaders pre festival; recruiting new Team Leaders where necessary

- In conjunction with the Festival Production department, manage the design, layout and working procedures for the Festival's Volunteer Headquarters (VHQ) and all volunteer related areas within the Festival site. This includes set up, day-to-day operation, and overseeing the dismantling of volunteer areas at the conclusion of the festival.
- Liaising directly with volunteer Team Leaders on the execution of all volunteer responsibilities during the Festival
- Facilitating communication between FTA staff and volunteers

Arts at the Barns/Front of House:

The Volunteer Coordinator is responsible for determining volunteer needs for Front of the House and recruits and places volunteers to support FTA efforts in this area year round.

Other:

Identifies needs, recruits and coordinates volunteers to assist with other FTA special events as required.

Cross-Functional Involvement:

The Volunteer Coordinator works with the Fund Development Director and Marketing to ensure cross-functional needs as well as those of the Volunteer department are met.

Development: sponsors and donation of financial support, goods and services

Marketing: publicity for promoting volunteer opportunities and recruiting volunteers (media, website, newsletters etc.); ongoing communication with and recognition of volunteers in FTA newsletters

Qualifications

- A college or university diploma/degree in a related field such as Arts and Culture, Voluntary Management, Communications, Human Resources, etc.
- Previous Volunteer Management experience in a non-profit environment
- An equivalent combination of education and work experience will be considered.

Skills and Proficiencies

- Excellent organizational, time management and personal communication skills
- Able to prioritize and multitask with conflicting deadlines and demands
- Able to work independently and as part of a team

Work Schedule

FTA office hours are Monday-Friday, 9 a.m. – 5 p.m. The Volunteer Coordinator will work 40 hours/week within this core time with flexibility based on meeting and event schedules. Evening and weekend work is 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-1-2012
Closing date: March 28, 2012