

Volunteer Position Job Description

Job Title:

FUN FAIR Volunteer Coordinator

Purpose:

Ensure there is enough volunteer support for Fun Fair Project.

Location:

Home, School

Key Responsibilities:

- work with Coordinator and Stations Lead to establish required number of volunteers
- create online volunteer sign-up for stations and cake walk
- secure Elgin volunteers through Career Centre
- secure CPE student volunteers through Principal
- Communicate directly with volunteers

Reports to:

FUN FAIR Coordinator

Length of Appointment:

APRIL – JUNE

Time Commitment:

March – 1st team meeting
April – 2nd team meeting, meeting @ Elgin Career Centre, Create online sign up
May/June – increasing hours especially in last two weeks before Fun Fair
May – manage online sign up, prize stuffing night
June – manage pre sales, volunteer meeting at Elgin, help set up fair, be onsite for full day for fair, follow up thank you to volunteers and/or evaluations to Elgin

Qualifications:

Ability to communicate with and lead large groups of volunteers. Ability to manage meetings effectively and communicate requirements.
Experience in volunteer coordination and working with youth appreciated.

Support:

Current FUN FAIR Coordinator and past Volunteer Coordinator are available to advise as necessary.
PAC Volunteer Coordinator is available to assist in recruiting parent volunteers.