

POSITION DESCRIPTION

JOB TITLE: Volunteer Coordinator
SCHEDULED HOURS: 20 hrs/per month, flexible schedule
REPORTS TO: Gallery Theater Manager
STARTING SALARY: Min Wage
DATE POSTED: 9/13/17
CLOSED: 9/29/17

JOB SUMMARY: Under the direction of the Gallery Theater Manager, this position is responsible for ensuring enough volunteers are available for Gallery Theater productions, including stage crew, ushers, and house managers. They are responsible for increasing our volunteer pool through community outreach. This person will be influential in recognizing the efforts of Gallery Theater volunteers. This role is highly visible and interacts with volunteers, staff, board and patrons of Gallery Theater. The Volunteer Coordinator leads by example at all times and provides the highest level of support to Gallery Theater and its volunteers.

ESSENTIAL FUNCTIONS: Job responsibilities/functions to include, but not limited to:

- Maintain a database of volunteers with contact information and areas of interest.
- Training new volunteers as needed (ushers/house managers, etc.)
- Actively recruit volunteers in the community
- Actively recruit volunteers from Gallery audiences.
- Prepare volunteer reports for Theater Manager.
- Attend meetings of volunteer committee.
- Attend production meetings for each production to discuss volunteer needs with each director.
- Coordinate recruitment of ushers and house managers for each Gallery Productions through online sign up tools.
- Work with Theater Manager on volunteer recognition programs.
- Other duties as assigned by Gallery Theater Manager

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work independently.

QUALIFICATIONS:

- High School Diploma or GED.
- Functional knowledge of Microsoft Word, Excel, and PowerPoint

WORKING ENVIRONMENT: The work is performed in and outside of the Gallery Theater building.

PHYSICAL DEMANDS: The work requires occasional walking, standing, bending and carrying items weighing less than fifty pounds. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice. Employee meets essential functions and accepts job responsibilities as outlined in this job description.