



**ANTICIPATORY POSTING\***  
**STUDENT OR YOUTH JOB - VOLUNTEER COORDINATOR**

Dawson City Music Festival is looking for an energetic Volunteer Coordinator to recruit and manage volunteers for the 40<sup>th</sup> annual Dawson City Music Festival.

The successful candidate will assist the Executive Director with general office administration and be responsible for the organization's 300+ volunteers. If you have administrative and/or event coordinating experience, have a familiarity with festivals in general or DCMF specifically, and love Canadian music, we'd like to hear from you.

Our Volunteer Coordinator must be highly self-motivated, have excellent oral and written communication skills, preferably have some festival experience (paid or unpaid), and be familiar with standard office computer applications (Word, Excel, Outlook). The ideal candidate is polite, extroverted, diplomatic and eager to work with a wide cross-section of the Dawson City community, as you will be responsible for allocating responsibilities and retaining reliable, friendly volunteers, as well as motivating and inspiring volunteers.

The wage for this position is \$14.50 per hour. It is a 13-week position starting Wednesday, May 23rd based on 30 hours per week.\*\*

Candidates must be willing to work flexible hours, including long hours prior to and during the Festival, and both evening and weekend work will be required.

**Students and youth who are eligible:**

- are legally entitled to work in Canada according to relevant territorial legislation and regulations;
- are over the age of 19 and have attended full-time at a secondary, post-secondary or vocational school for at least one semester during the current academic year (student eligibility) **OR** are between the ages of 19 and 25 and have been a Yukon resident since March 1, 2017 (youth eligibility).

Please submit a résumé and cover letter, detailing your relevant experience and interest in the position. **Résumés must be received at the festival office by 5:00 pm Friday, April 20th, 2018.**

Email resume in PDF format to: [info@dcmf.com](mailto:info@dcmf.com). For any questions about this position or the festival, please phone 867-993-5584 or email [info@dcmf.com](mailto:info@dcmf.com).

***We thank all those who apply and advise that only those applicants who are selected for an interview will be contacted.***

***\* Please note that this is an anticipatory posting, contingent on funding.***

***\*\*Length of term dependent upon funding***



## **JOB DESCRIPTION**

TITLE: VOLUNTEER COORDINATOR  
LOCATION: Dawson City, Yukon  
REPORTING TO: DCMF Executive Director  
DURATION: 13 weeks @30 hrs/wk  
COMPENSATION: \$14.50

Some evening and weekend work will be required. Must be at least 19 years of age.

### **CORE FUNCTIONS:**

Responsible for the development, organization, and execution of assigned production elements for the 40<sup>th</sup> annual Dawson City Music Festival. Major priority is the management of the Festival's 300+ volunteers, including recruitment through various channels, retention and motivation, scheduling and coordination. The Volunteer Coordinator will manage a volunteer database, collect information on availabilities and skills, arrange for appropriate training when needed, disseminate scheduling information for all events, and keep detailed records. The Volunteer Coordinator will also assist with various Festival production duties as assigned by the Festival's Executive Director, and work closely with the Production Assistant and Festival Committees to accomplish the organization's goals.

Other responsibilities include reception and general office duties; the organization of a post-festival volunteer appreciation party; and other duties as may be assigned by the Executive Director.

A valid drivers license and experience with Wordpress are considered assets.

Detailed follow-up and reporting will be a post-festival priority.

### **OBJECTIVE CRITERIA:**

- Experience in festival and/or events environment
- Knowledge of volunteer work and non-profit societies
- Proven experience working to deadline
- Excellent organizational and team coordination abilities
- Demonstrable computer skills
- Availability and willingness to work flexible hours
- Must be able to lift and carry up to 50lbs

### **SUBJECTIVE CRITERIA:**

- Energy and ability to fit in with a dynamic team working under pressure and with rapid timelines
- Ability to motivate others
- A win-win approach to problem solving
- Strong communication and customer relations skills; able to communicate effectively with a diverse range of people
- Calm disposition under pressure
- Pleasant, outgoing personality
- Ability to cope with change, and assist others to do so

