

Schedule A: Contract Duties and Responsibilities for Volunteer Coordinator (VC)

Reports to: Executive Administrator (EA)

The primary focus of this position will be volunteer recruitment, retention and communication.

Recruitment:

1. The Volunteer Coordinator (VC) will be responsible for recruitment and placement of volunteers within FHLPA for all areas including but not limited to: Gift Shop, Lodge, Cutting Garden, Park Projects, Administrative support, as necessary. The VC will liaise with the Special Events coordinator, FF Producer and Volunteer Team Leaders to ensure that volunteer requirements are met in each area.
2. The VC will work with the Filberg Festival Producer to establish volunteer requirements for the Filberg Festival and supply volunteer information to Team Leaders as required. *Attendance at this event is NOT a requirement.*
3. The VC will work with the Special Events coordinator to schedule volunteers for all FHLPA special events, including but not limited to: concerts, volunteer appreciation events, Board events. *Attendance at these events will be required.*

Communication:

4. The VC will organize and run the monthly volunteer coffee meeting held the first Wednesday of each month.
5. The VC will be responsible for disseminating volunteer information and keeping detailed records.

Retention and Communication:

6. The VC will communicate with the volunteers on an ongoing basis to ensure they are satisfied and well placed. This communication should include: emails of information, occasional phone calls and one on one, face to face communications.
7. The VC will maintain the volunteer data base located in Wild Apricot. The data base will include; contact information, skills, availability, areas of interest and emergency contact information.
8. The VC will assist in the planning and execution of all volunteer appreciation events and help to develop new initiatives for volunteer appreciation.

Information and Reporting:

9. The VC will ensure proper, secure handling of volunteer information at all times
10. The VC will follow the guidelines for best practices as laid out in the Canadian Code for Volunteer Involvement (2017 edition)
11. Regular reporting will be in the form of weekly meetings with the EA, and time tracking will be done online using Toggl. A written report will be submitted in May and August to be presented at the monthly Board meeting.