



## **Volunteer Coordinator**

*Financed under the Youth at Work program*

Come join our team! Société Francophone de Maillardville is seeking an enthusiastic and dedicated individual to become part of the team as Volunteer Coordinator for the 2024 Festival du Bois, a local francophone, folk/world music festival. They will be an important part of the volunteer services, contributing to a fun, organized volunteer experience, supporting and scheduling volunteers. This position reports to the Assistant Director/Production Manager and is overseen by the Executive Director, working in a creative, collaborative environment with the Société francophone de Maillardville / Festival du Bois team.

**The position begins January 22<sup>nd</sup>, 2024 and is a 4-month employment contract ending April 28<sup>th</sup>, 2024.**

### **RESPONSIBILITIES:**

- Execute the recruitment of volunteers for the festival;
- Update the volunteer recruitment forms and online tools;
- Schedule volunteer shifts;
- Create and execute the volunteer training program;
- Maintain effective communication with all volunteers via email, phone, and social media sites;
- Supervise volunteer shifts during the festival; working closely with various festival departments to assign volunteer shifts;
- Administrative and office duties as required;
- Prepare and deliver the final Festival Volunteer report;
- Attend regular festival planning meetings when necessary;

### **QUALIFICATIONS:**

- Demonstrated experience in volunteer, event coordination, the arts or a related sector;
- Proven track record of successful project management and community activation;
- Strong collaborative decision making skills;
- Excellent communication skills, both oral and written;
- Knowledge of French language and culture;

### **Program eligibility requirements:**

- Speak a bit of French;
- Between 16 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred for the duration of employment;
- Be entitled to work in Canada in accordance with provincial regulations.

*\* International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

**REMUNERATION:** \$20.65 per hour

**HOW TO APPLY:** Please send your resume and cover letter to Jean-Pierre Charland at [jpcharland@maillardville.com](mailto:jpcharland@maillardville.com) before Wednesday, December 20<sup>th</sup>, 2023.

### **FESTIVAL DU BOIS**

*Produced by Societe francophone de Maillardville, a non-profit organization*  
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