



Queenscliffe Literary Festival

Position Description

Volunteer Coordinator

Job Purpose	This role is responsible for identifying, attracting, training and managing volunteers for QLF's main October festival and occasional pop-up events.
Job Responsibilities	VOLUNTEER COORDINATOR <ul style="list-style-type: none"> Recruit and organise QLF volunteers in timely manner. Undertake training of volunteers prior to the festival in a timely manner, including supplying relevant written procedural material/position description to support volunteers to be part of the festival. Send emails for volunteer recruitment including confirmation statement with dates and role allocations. Liaise with committee members regarding dates and availability for roles on festival events. Develop volunteer list spreadsheet and festival event roster for duration of festival with allocated tasks for volunteers and committee members for each event over two weekends. Identify volunteers for program distribution. Organise volunteers for Town Hall setup/seating/stage – heavy lifting. Provide Event Coordinator with roster before each weekend and advise of changes verbally Liaise with Event Coordinator before each event to confirm volunteers for each shift. Liaise with President for volunteer recognition ceremony. Conduct a survey of all volunteers after the festival for feedback.
People Management	Yes
Budget Management	No
Note: The ordinary working hours for this role include some weekends and evenings.	

JOB HOLDER CAPABILITIES	
Qualifications and Experience	Previous experience in volunteer coordination or human resource management is preferable.
Knowledge and Skills	<ul style="list-style-type: none"> Organisational skills Effective verbal and written communication People management Project management Team development Managing data from spreadsheets to create letters, rosters, etc.