



VOLUNTEER COORDINATOR

AT EAST VALLEY CHILDREN'S THEATRE

Description:

The Volunteer Coordinator will be the Vice President of the Board of Directors and would be responsible for organizing, recruiting, and training volunteers at East Valley Children's Theatre for classes, camps, productions and administrative work.

Purpose and Impact:

This role is critical to the success of the theatre in developing character and building the career and life skills necessary to achieve success and fulfillment in an ever-changing world of our youth.

Scope of Work:

This individual would manage a volunteer system to help attract, train and retain volunteers, oversee electronic scheduling, and head up communication and on-going evaluation.

Skills and Attributes:

The Volunteer Coordinator would need to be comfortable with technology, a diplomat, exhibit tenacity, have excellent boundaries, exceptional communications skills, be creative and imaginative and previous experience in volunteer coordination is strongly recommended.

Timeframe/Schedule:

The work would encompass the term of the Vice President of the Board of Directors. The schedule varies based on needs of the organization.

Work Environment:

Coordinator would be working directly with Artistic Director, Office/Business Manager and Board President in on boarding our EVCT's Volunteer Engagement Team. EVCT is organized, with clear expectations, offers longevity and continuity regarding returning volunteers, is warm, welcoming and committed.

Work Space:

Work could be done on-site or off-site with flexible hours. The EVCT office is equipped with a computer, printer, necessary software to complete coordinator tasks, desk and chair, and is available during daytime hours.

Transportation:

Our office location offers abundant free parking, and is conveniently located on bus lines, with direct connections to the light rail and the Superstition Springs Transit Center. Our office is ADA accessible.

Benefits:

EVCT would provide professional development opportunities.