



POSITION TITLE: VOLUNTEER PROGRAM COORDINATOR
CLASSIFICATION: SEASONAL PART-TIME, NON-EXEMPT

The Volunteer Program Coordinator position is a seasonal, part-time position reporting to the Executive Director and working closely with the entire Art Fair team. The primary focus of this position is to coordinate all aspects of the organization that relate to volunteers for the Ann Arbor Original Street Art Fair and all supporting events, taking place annually in July. The Volunteer Program Coordinator position begins in May and goes through the Art Fair. Time commitment is approximately 10 hours per week, increasing as the events get closer. The hours are flexible; however, a presence in the Art Fair office is expected. Hours in advance of the events will be determined by the workload. Working the events is mandatory and overtime is paid.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Coordinates with the staff to determine volunteer needs for the Ann Arbor Original Street Art Fair and supporting events.
- Organize, coordinate, and manage the recruitment of volunteers.
- Manage volunteer sign-up and scheduling using the software platform *Volunteer Local*.
- Communicate with volunteers as appropriate.
- Develop and implement training programs for volunteers to ensure they can be successful in their positions.
- Prepare the on-site functionality of the space "Volunteer Central" at the Art Fair.
- Manage the environment of "Volunteer Central" to create a welcoming and pleasant experience for volunteers.
- Manage volunteer check-in procedures and dispatch volunteers to assigned positions, with particular importance given to volunteer booth sitters for artists.
- Fundraising: Solicit local donations for the volunteer raffle program.
- Write thank-you notes/emails as appropriate.

QUALIFICATIONS

- Previous volunteer management experience.
- Excellent communication skills, both written and verbal.
- Ability to engage with and lead volunteers.
- Ability to multitask and work autonomously.
- Self-directed with the ability to problem-solve and obtain positive outcomes under pressure.
- The ability to work both independently and as a member of a small but dedicated team.
- Strong organizational skills and the ability to manage database programs.
- Computer proficiency: Microsoft Office and Excel.
- Bachelor's degree preferred.

Hourly compensation is based on experience.

To apply, please send a resume and cover letter to akline@artfair.org. No phone calls, please.

Applications will be accepted until the position is filled.