



Position Description Volunteer Co-ordinator

Summary

Ensure adequate number of volunteers are rostered for all festival events.

Key responsibilities

- Ensure volunteers are sought in a timely manner
- Create volunteer roster
- Ensure volunteers are adequately briefed to fulfil their roles
- Respond to volunteer queries and resolve issues

Skills required

- Email, phone
- Co-ordination
- Problem-solving
- Roster building based on availability and skills

Tasks and timeline

Date	Tasks/deadlines
April, May, June	Ensure call for volunteers is included in April and May newsletters and in membership renewal mailout (June) Monitor responses and sort for relevant skills
May	Collate contact list for volunteers
May	Start to create roster
Mid June	Distribute roster and information to all volunteers
1 week before festival	Send names list to Festival Manager for name-tags to be produced
During festival (negotiable)	Be available to resolve last-minute issues Check on volunteers
After festival	Distribute invitations to Volunteers BBQ (negotiable) Submit report on number of volunteers and hours to NFFC Committee.

Estimated time commitment

Before/after festival: 40 hours

During festival: Available if required (negotiable)

Meetings: Attend all Festival Committee meetings

Reports to

Festival Manager

Supervises

Nil

Liaison with

- Festival Manager
- Technical Co-ordinator
- First Aid Co-ordinator
- Festival Director
- Setup/packup Co-ordinator
- Special Concert Co-ordinator

Resources required

- Email, phone
- Computer
- Spreadsheet software

Documentation

- Volunteer Information Package