



Volunteer Coordinator

Full Time Work – 30 weeks for 40 hours a week starting as soon as possible.

Languages:

English (French considered an asset)

Description:

It is the responsibility of the Volunteer Coordinator to ensure that College events and special functions are fully staff with volunteers, planned, developed and implemented in an effective, professional manner. The College of Piping requires the support of 150 volunteers to implement summer programming and beyond.

SPECIFIC RESPONSIBILITIES:

Volunteer Coordination

1. Develop schedules of volunteer requirements for the summer as the commitments are made to various events.
2. Coordination of job descriptions for each position that a volunteer is required
3. Co-ordinate information and orientation meetings for volunteers.
4. Co-ordinate training sessions for all volunteers
5. Actively marketing, promoting, and publicizing the events through local media, Scottish magazines, newspapers, internet, and tourism publications.
6. Coordination of site preparation including such things as tent setup and tear down, field preparation (grass rolled, mowed, bushes trimmed etc), placement of vendors (retail, food, clans, stages etc).
7. Assists with merchandising at events, through the Celtic Gift Shop.
8. Assists with the organization of volunteers, and support staff for all events, in collaboration with the supervisor.
9. Coordinates tour guides, pipers, dancers and other performers for all group visits to the College, as well as ensuring that the site is prepared.
10. Organizes volunteers for the awards ceremonies and concluding activities for all events.
11. Assists Marketing Coordinator with monitoring corporate recognition activities and preparing follow-up packages.
12. Organizes set-up and clean-up teams for the festivals/events.
13. Ensures wrap-up reports are prepared and ensures thank you letters are sent.

Education

High School diploma required and some university considered an asset. We will accept anyone looking for a challenging position under direction of a supervisor.

Skill

- Good computer skills including skills with Web site and internet functions.
- Excellent interpersonal skills and customer service skills

WHO IS ELIGIBLE TO PARTICIPATE?

You must be legally authorized to work in Canada (Canadian citizen or permanent resident);

- You must have a current claim for Employment Insurance benefits; or
- You must have a previous EI claim whose benefit period ended within the previous 60 months; or

- an unemployed person who paid, in at least 5 of the last 10 years, employee's premiums that did not entitle the person to a refund (i.e. If the person made less than \$2,000 in earnings in a year, any EI premiums that they would have paid would be reimbursed);

***please note that the hours gained from this advertised position are not EI insurable hours.

Deadline: Wednesday, May 6th. If interested, please send your resume and cover letter to info@collegeofpiping.com