

KVMF Coordinator Job Description

Grounds

Role:

- To ensure all necessary equipment and supplies are available prior to festival weekend and manage regular and timely collection of garbage and recycling occurs during and post festival.
- Set up of picnic tables and benches and other required props.
- To be on-site from Thursday-Monday.
- Scheduling sufficient volunteers for regular inspection and pick of garbage and recycling throughout the weekend
- Maintenance of carts and other supplies as needed
- Arranging for garbage/recycling pick up from the grounds to town
- Overseeing the condition of the grounds at regular intervals over the weekend
- Post festival grounds inspection and final clean up.
- All benches, picnic tables, etc. to be put away post-festival

Requirements:

- Ability to coordinate and delegate active teams
- Ability to work independently and collaboratively
- Excellent organizational and time management skills
- Effective communication skills
- Attending meetings and/or reporting as requested by the Board of Directors