

Kispiox Valley Music Festival Job Description
Volunteer Coordinator

Role:

- Coordinating the recruitment and placement of volunteers both before and during the festival.
- Connecting with all coordinators to build lines of communication with regard to the joint responsibility of the recruitment of volunteers.
- Creating the Master Gate List to be ready for the Gate coordinators by the Thursday prior to the first day of the event.
- Managing Volunteer Central during the festival

Requirements:

- To report and update the Board regularly through attendance of board meetings, email and/or telephone contact
- Skills/qualities of leadership, excellent communication and organization, good time management, ability to troubleshoot, flexibility
- Ability to function well on a team.