

Volunteer Coordinator

To apply, send your resume by 3/31/22 to Info@JoesValleyFest.org with the subject line “Volunteer Coordinator Opening”.

- Role summary
 - Manage coordination of and communication to all Joe’s Valley Fest volunteers before and during the event
- Role compensation
 - \$500 paid after completion of Fest
 - Complimentary Fest ticket, including volunteer T-shirt and swag bag
- Responsibilities & Deliverables
 - Work with Executive Director and Festival Coordinator to finalize required volunteers
 - Review volunteer sign-up approach and tools; update as needed
 - Prepare and manage Sign-up Genius (or alternative tools)
 - Ensure all roles are covered (with back-up plans) and that all volunteers are confirmed/checked in prior to the start of the Fest
 - Create Fest volunteer schedule, review with Festival Coordinator and share with all volunteers
 - Create and manage shuttle bus schedule during Fest, in conjunction with Festival Coordinator
 - Update and send out volunteer job descriptions and expectations
 - Create and provide virtual training for volunteers; work with Marketing Director to create a media kit/graphic to support
 - Be on-site/on-call to answer questions and support volunteers during the Fest (Fest dates: September 22-25, 2022; Volunteer Coordinator to be in Castle Dale, UT area September 21-25, 2022)
 - Provide post-event feedback to Festival Coordinator
- Required qualification
 - Strong organizational skills, exhibited in a professional manner
 - Effective written and verbal communication skills
 - Ability to work independently under supervision of Executive Director and Festival Coordinator
 - Accuracy in detailed work
 - Ability to plan, organize and follow through on tasks

- Strong initiative with the ability to stay on task
- Ability to work effectively within a team with minimal supervision
- Acts in accordance with standards and values of the organization
- A high level of integrity, dependability and enthusiasm
- Preferred skills / experience
 - 5+ years of management / team leadership
 - Knowledge of the Joe's Valley Bouldering Fest, including attendance at previous events
 - Proficient in Google Suite applications