

Olympia Film Society Job Application Information Volunteer Coordinator

Starts: May 1, 2015 • Salary \$23,660 OTE
Application due by 5:00 PM, Friday, April 24, 2015

The Olympia Film Society is hiring a full time, experienced Volunteer Coordinator in the Olympia, Washington area. The Volunteer Coordinator is a cheerleader and fearless leader for hundreds of amazing volunteers that support and run the front of house operations of the Capitol Theater. You play a major role in teaching them how to keep the theater a fun, safe, and professional place. This position keeps regular day/eve. office hours and is periodically on call. You play a major role in keeping the theater a fun and professional place to volunteer.

Essential Skills and Qualifications:

Must have a minimum of 1- 3 years experience working in a volunteer-run organization as a volunteer coordinator, manager, or similar position. Possess management skills and strong background in retention, recruitment, and training techniques. You must be a natural at building positive working relationships, have strong communication skills and the ability to navigate through conflict/resolution with many types of personalities. Must be proficient in Macintosh programs, Photoshop (or similar design software). Experience with Wordpress, Google Docs and Drive is a plus! Some lifting (10 lbs. max) and a vehicle and valid driver's license is required.

OFS owns and operates the historic Capitol Theater, a 750+ seat art deco movie and concert venue that is operated by a small dedicated staff, 200+ amazing volunteers, and the support of more than 1300 members. OFS maintains high standards of participatory decision-making and promotes active volunteerism among our membership to present the best in independent films, live music, and film festivals. www.olympiafilmsociety.org

Application Process

To apply for this position, submit your resume that includes three professional and three personal references, and a cover letter that includes answers to the following questions:

1. Describe your experience and qualities related to this position and how you will contribute to the success of this new role.
2. Share a related successful moment or project that you were responsible for executing.
3. What is your experience working with non-profit arts organizations and/or volunteers?
4. Why are you interested in working with volunteers? Specifically, volunteers within an arts organization?
5. What length of time commitment are you able to make?

Please do not contact the OFS office or the Capitol Theater regarding the status of your application; the staff will not have this information. You will be notified if you have been selected for an interview.

Submit materials as attachments to: jobs@olympiafilmsociety.org or
Attention: VC Hiring Committee
416 Washington St. SE #208 Olympia, WA 98501

The Olympia Film Society is a 501(c)3 non-profit arts organization. OFS is an equal-opportunity employer and does not discriminate against employees, volunteers, or membership on the grounds of race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, or the presence of any disability.

The Olympia Film Society

Volunteer Coordinator

Position Summary:

You are a cheerleader and fearless leader for hundreds of amazing volunteers that support and run the front of house operations of the Capitol Theater. You play a major role in teaching them how to keep the theater a fun, safe, and professional place. This position reports to the Executive Director.

Volunteer Coordinator Job Responsibilities:

Communication & Oversight:

- Utilize and maintain volunteer management software (VMS), internal blog, direct phone call, email, journals, and face-to-face meetings often and always to evaluate, track hours, information share and communicate with all volunteers. Communication is key!
- Instill values, respect, and pride in volunteerism and the organization to all volunteers.
- Oversee, develop, and maintain volunteer program strategies, training materials, policies, and position descriptions to attract a diverse volunteer crew and support an active events schedule.
- Advocate for volunteers and respond to questions and concerns raised by volunteers.

Recruitment, Retention, and Training:

- Recruit adequate number of volunteers for all event programming and administrative needs.
- Attend community events and workshops that promote volunteer opportunities.
- Create, distribute, and maintain marketing materials, calendars, and listings of volunteer opportunities to the general public.
- Organize and execute volunteer recognition activities.
- Build strong relationships with volunteers that encourage leadership and dedication.
- Train volunteers in all aspects of front of house operations through one on one, cross, and peer training techniques.

Capitol Theater Operations:

- Fill in open lobby shifts as needed for open shifts or volunteers who call out/no show.
- Order and inventory supplies for bar and concession stand as needed.

General Responsibilities:

- Maintain the Volunteer Management System (VMS)
- Provide information on volunteer needs to the Executive Director for design and monitoring of the operating budget
- Keep current with volunteer techniques and strategies.
- Actively participate in weekly staff & programming meetings
- Prepare monthly written report
- Other duties as requested

Time Commitment:

- Flexibility with hours and being on call periodically is required of this position, including regular evening and weekend work
- Consistent Office hours day/evenings required

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