



Olympia Film Society - Volunteer Director
Deadline to apply July 31, 2022

Position Summary: The Olympia Film Society Volunteer Director is responsible for the management and engagement of our volunteers and is the lead support for the daily operations of the Capitol Theater. This leadership role promotes, recruits, trains, and retains the volunteers who keep the theater operating in a fun, safe, and professional atmosphere. This position reports to the Executive Director.

HOURS, PAY, AND BENEFITS

This role is a full-time staff position, starting at \$16 per hour, and is paid bi-weekly. The position is expected to average 40 hours a week.

<ul style="list-style-type: none"> ★ Pay increases reviewed annually ★ Cost of living adjustment (COLA) ★ Remote workdays available ★ Monthly mobile phone stipend ★ Annual health care stipend ★ Two weeks paid vacation 	<ul style="list-style-type: none"> ★ OFS Membership Card ★ Showcard (free movies & events) ★ Concession and merchandise discounts ★ Paid training hours (Alcohol/Food Safety) ★ Benefits to begin 6 months after the first day of employment and annual evaluation.
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GENERAL RESPONSIBILITIES

- Provide and create budget proposals to the Executive Director for the design and monitoring of the annual program spending
- Participate in weekly staff & programming meetings
- Prepare a monthly written report to the Executive Director
- This position is on call for volunteers who no show/no call for shifts if a replacement volunteer cannot be scheduled
- Hours of operations are onsite at the theater during the afternoon through evening hours, including regular weekend work

VOLUNTEER PROGRAM MANAGEMENT

- Maintain the volunteer management software system (VMS)
- Communicate to volunteers scheduling needs, policies, and updates regularly; respond to questions and concerns raised by volunteers
- Oversee and develop volunteer policies, applications, position descriptions, evaluations, and operations handbooks
- Oversee the annual volunteer budget and volunteer fund
- Stay current with nonprofit industry techniques and strategies through workshops, conferences, and networking

RETENTION AND RECOGNITION

- Engage and promote volunteers who show dedication in the stewardship of the organization
- Hold accountable and ensure volunteers adhere to and understand policies and expectations
- Match volunteer skill sets and interests with the specific needs of the organization
- Plan and execute volunteer recognition events and parties
- Ensure all theater and organizational events are adequately staffed
- Build and maintain volunteer recruitment strategies to reflect the diversity of the community and

RECRUITMENT, TRAINING, AND THEATER OPERATIONS

the organization's membership

- Responsible lead for the orientation and training of all volunteer positions
- Represent the organization at off-site community events and recruitment activities
- Create, promote, and distribute marketing materials and maintain public listings of volunteer opportunities

ESSENTIAL SKILLS AND QUALIFICATIONS

- Minimum of 2 years experience working in a nonprofit, volunteer-run organization as a volunteer coordinator or similar position
- Possess an outgoing personality, comfort in public speaking, and strong leadership skills needed to provide effective management, training are needed to retain, recruit, and recognize volunteers are essential to the stability of the volunteer program.
- Skilled at building positive working relationships and navigating through conflict/resolution with many types of personalities.
- Proficient in Macintosh programs, Photoshop (or similar design software). Experience with WordPress, Google Docs/Drive, Better Impact, and Veezi Point of Sale systems.
- Some lifting (30 lbs. max)
- A vehicle and valid driver's license required

ABOUT THE OLYMPIA FILM SOCIETY

The Olympia Film Society was created in the early '80s showing movies from basements to shared spaces until landing permanent residence at the Capitol Theater, which has been in constant operation since 1924. In 2010 the OFS became sole owners and operators of this 762 seat - art deco movie and concert venue. The theater's operation consists of a small staff, a board of directors, 150 volunteers, and the support of more than 1800 OFS members and South Sound music lovers and cinephiles.

OFS offers the best award-winning, international, and independent films throughout the year. OFS also hosts a variety of concerts and performance events, ranging from popular music to burlesque to internationally- acclaimed lecturers, celebrity guests, and multi-day film festivals.

OFS maintains high standards of participatory decision-making and promotes active volunteerism among our community to present the best in independent films, live music, and film festivals. OFS strives to educate and unite, enlisting the power of film, music, and art to illuminate the intricacies of diverse cultures, the natural world, and the human condition. Furthermore, our goal is to maintain high standards of participatory decision-making and fiscal accountability in keeping with the cooperative nature of our association and our status as a nonprofit cultural and educational organization.

MISSION

To present film, music, and art that engages our community encourages volunteerism and ensures preservation of the Capitol Theater.

VISION

Expanding generations of minds one inspiring show at a time

VALUES

Preservation Before Renovation	Volunteerism	Collaboration with Cooperation
Community Involvement	Integrity	Quality Programming
Fun Atmosphere	Professionalism	Exceptional Customer Service

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 members based on race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, pregnancy, or disability.