



## **Volunteer and Community Outreach Coordinator**

The Greenwich International Film Festival is seeking a Volunteer Coordinator for the 2018 festival. This position functions to help support the Festival's goals through the recruitment, training and scheduling of volunteer staff. This is a paid position that is needed for the period of April 20th through June 8th, 2018.

The Volunteer Coordinator, under the supervision of the Festival Producer and Executive Director, will recruit, screen, schedule, and supervise the volunteer base.

### **DUTIES AND RESPONSIBILITIES:**

- Plan and execute Volunteer orientations and make-up sessions;
- Work with area organizations to recruit volunteers;
- Create and maintain the master volunteer schedule;
- Develop volunteer communication materials (i.e. handbook, timeline, etc);
- Maintain constant communication with Festival Producer, Box Office Manager, Office Manager, Venue Managers and festival staff on event staffing needs;
- Manage volunteer database and track volunteer hours/benefits;
- Manage volunteer desk at festival headquarters assigning tasks to volunteers and troubleshooting volunteer needs;
- Incentivize volunteer staff (i.e. raffles, volunteer of the week);
- Assist Box Office Manager by helping to operate the box office 1 day/week for a month leading up to the festival;
- Draft thank you letter to volunteers;
- Provide post-Festival report to staff.
- Conduct community outreach and work with business in the area to secure marketing opportunities.

### **QUALIFICATIONS:**

- Able to work independently, efficiently and under deadline pressure.
- Excellent communications skills.
- Detail-oriented, organized, motivated

**TO APPLY:** Please send a resume and cover letter to Ginger Stickel, Chief Operating Officer at [maryann@greenwichfilm.org](mailto:maryann@greenwichfilm.org)

### **BACKGROUND INFORMATION:**

Greenwich International Film Festival (GIFF) is a 501©3 non-profit organization that hosts a world-class film festival each June, as well as events throughout the year. The festival's goal is to bridge the worlds of film, finance and philanthropy. As part of its mission, GIFF harnesses the power of film to serve the greater good by highlighting social impact issues and supporting important charitable causes through a portion of festival proceeds. The 2018 festival will take place May 31<sup>st</sup> – June 3<sup>rd</sup>, 2018.