

 <p style="text-align: center;"><b>Job Title:</b> <b>Volunteer Outreach Co-ordinator</b></p>	<p>Job ID: <b>MDS183</b></p>
<p style="text-align: center;"><b>Railway City Music and Arts Festival</b></p> <p style="text-align: center;"><b>Volunteer Outreach Co-ordinator</b></p> <p>Temporary position (August 3 - 31) – WORK FROM HOME</p> <p>Number of hires for this role 1</p> <p><b>Qualifications</b> Self-Motivated, energetic, patient, responsible and cheerful <b>Must have a high-speed internet connection, computer and phone</b> Experience supervising staff in leadership capacity Strong written and oral communication skills Experience and interest in community event planning Enrolled in Event Co-ordination would be an asset Demonstrate knowledge on grants, sponsorships and is tech savvy would be an asset</p> <p><b>Full Job Description</b></p> <p>The Volunteer Outreach Coordinator manages all aspects of volunteering during the 2021 Railway City Music &amp; Arts Festival, including the recruitment, training and supervision of Festival volunteer staff. The Volunteer Outreach Coordinator works closely with the Volunteer Committee to assess and meet the Festival's needs through the recruitment, placement and retention of volunteers. This position involves compiling and contacting a detailed list of prospective volunteers, hosting orientation and training sessions, and ensuring volunteer roles are filled during the 2021 edition of the Festival</p> <p>The Incumbent is responsible for researching and applying for grants, Reaching out to different organizations to secure sponsorships, following up on emails and communication with them.</p> <p><b>Opportunity that allows you to work from home/school from anywhere, at any time, search no more. No need to waste time commuting, no more adjusting to other's schedule and being managed by others.</b></p>	<p>Date Posted: <b>July 15, 2021</b></p> <p>Location: <b>St. Thomas</b></p> <p>Wage: \$15.00 / hr based on experience</p> <p>Hours: Working from home Flexible hours</p> <p>Education:</p> <p>Other:             <b>Work from Home</b></p>
<p><b>To Apply:</b> With the <b>Job ID</b> in the subject line, email resumes to <a href="mailto:jobs@employmentserviceselgin.ca">jobs@employmentserviceselgin.ca</a></p>	<p>Apply By: <b>July 28, 2021</b></p>