



Great Outdoors Comedy Festival Volunteer Coordinator

2024 Locations & Dates

Winnipeg – July 19 to 21
Ottawa – August 9 to 11

London – July 19 to 21
Vancouver – September 13 to 15

Trixstar\GOCF is looking for an individual in each community listed above with event volunteer coordinating experience to join our team. We are currently using Bloomerang (INITLive) as our volunteer database, any experience would be beneficial but not required. This would be an annual position rather than full time so a nice add on to a regular job for a bit of extra entertainment. Completion of the Volunteer Management certification is not absolutely required if you have prior experience. For any questions or submissions please email dawn@trixstar.com with any relevant information to the position like experience, interest and information about yourself. Payment will be based on experience and involvement in the certain location / city.

Responsibilities:

- Maintain and grow volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations as needed.
- Work closely with all divisions of the festival to ensure the correct volunteers are in place.
- Assist with the development and maintenance process to:
 - review applications, interview volunteers if needed.
 - assess interests/skills of volunteers and match with appropriate activities.
- On Site management of volunteers before, during and after event.
 - Rotate positions to ensure the success of the festival.
 - Manage volunteer Check-In, shirt handouts and orientation.

- Manage food and water for volunteers (snack and water to be provided but must be managed).
- Answer questions from volunteers leading up to the event ensuring they are well briefed and the festival is represented professionally. Trixstar email address to be provided.
- Assist with the creation of schedule and manage Bloomerang for recruitment process.
 - volunteer positions are sufficiently filled
 - volunteers and interns enjoy a positive experience
- Maintain daily volunteer scheduling.
- Maintain volunteer database.
- Provide accurate and timely volunteer data for funder and volunteer-requested reports
- Work closely with the chosen charities to fully understand the positions, schedules, and tasks at hand as they may provide a portion of the volunteer base.
- Be able to work the entire weekend
- Maintain ongoing communications with volunteers through email and phone.
- Provide volunteer shirt sizes to Trixstar Volunteer Manager
- Post event review meeting.
- Regular meetings with Trixstar Volunteer Manager leading up to the event.