



Fort Langley Jazz & Arts Festival
Volunteer & Administrative Coordinator
Between May – July, 2024

Remuneration: 35 hours per week for 8 weeks, \$20.00/hour

Do you love live music and art, special events and want to be involved in the community?

The Fort Langley Jazz & Arts Festival is seeking a Volunteer and Administrative Coordinator for an 8-week, 35-hour week position for our festival, July 26 – 28, 2024.

Main Purpose & Function

The Volunteer and Administrative Coordinator develops, organizes, implements, and coordinates the Volunteer Program for the annual festival. This includes recruiting, orientating, scheduling, coordinating and overseeing volunteers for the annual festival.

The coordinator also provides administrative support as needed to the organizing committee.

Compensation

This is an 8-week summer position of 35 hours/week between May and July with an hourly rate of \$20/hour.

Key Contacts and Reporting Relationships

The position reports to the Executive Director of the Fort Langley Jazz & Arts Festival. This position also interacts with the Langley Volunteer Bureau and communicates with the festival organizing committee, festival committees and external groups.

Specific Duties & Responsibilities

- Consults and collaborates with the Festival organizing committee, committees, community members and agencies to develop volunteer programs and services to meet the needs of the Festival.
- Utilizes the Langley Volunteer Bureau software program to recruit volunteers.
- Creates detailed volunteer schedules for the festival.
- Communicates with volunteers in writing and by phone.
- Lead and/or orientates volunteers in various activities for the annual festival
- Ensures volunteers are recognized and thanked for their work
- Prepares and maintains a variety of reports, records, correspondence, and promotional material.
- Supports and fully participates in the Festival Organizing team.
- Provides administrative support as needed.
- Leads activities where lifting, walking, and assisting others may be required.

Desired Competencies:

- Previous experience working with volunteers or as a lead volunteer
- Computer savvy with work experience with Microsoft and Goggle
- Knowledge of the Fraser Valley region, community groups and events
- Excellent organizational, leadership, collaboration and team building skills
- Excellent written and verbal communication and interpersonal skills
- Flexible, adaptable and works well under pressure

Previous experience as a volunteer coordinator and or lead volunteer is desired.

Job Requirements

In-person attendance is required for some activities and attendance at the festival, July 26 – 28 is mandatory. Some evenings and weekend work will be required. You will also need to provide your own computer hardware, software and cell phone.

We anticipate that this position will be supported through the Canada Summer Jobs Program. To be eligible you must meet the following criteria:

- be between 15 and 30 years of age
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If this sounds like a good fit for you, please send us your cover letter telling us why you would love to work with the festival team along with your resume by March 31st to info@fortlangleyjazzfest.com. Please include how you meet the Canada Summer Jobs requirement in your cover letter.

We look forward to hearing from you. We actively encourage applications from members of groups with historical and/or current barriers to equity.

About the Festival

At the heart of the Fort Langley Jazz and Arts Festival, we aim to bring a festival experience like no other, with exceptional artists, extraordinary musical performances and visual art in a very special setting.

From July 26-28, 2024, for the 7th edition of the festival, we will continue to present expansive and inclusive programming featuring international, national, regional and local world-class musicians, youth and emerging talent, Indigenous art and culture along with art installations and exhibits. This programming will take place throughout the Village of Fort Langley and across multiple stages and venues and include both free performances and headliner ticketed shows.

For more information about the festival visit www.fortlangleyjazzfest.com