



## Help Fill A Dream Summer Student Position 2017

**Application deadline is May 16, 2017.**

Potential candidates must be available for an interview between May 17 – May 19, 2017.

Please include the following documents to be considered as a candidate:

- 1) Cover letter highlighting how you meet the listed qualifications
- 2) Resume

Please email completed application to:

Craig Smith  
Executive Director  
Email [craig@helpfilladream.com](mailto:craig@helpfilladream.com)

Ph. 250.382.3135  
Cell. 250.589.8681

Questions?

Please contact Craig Smith.

Thank you for your interest in Help Fill A Dream.

## **Volunteer and Special Events Coordinator (Summer Position)**

**Reporting to:** Executive Director

**Position Start Date:** May 29, 2017 or sooner

**Duration:** 9 weeks (30 hours per week – total 270 hours)

**Rate of Pay:** \$14.00 / hour

### **Job purpose:**

Working in collaboration with and under the supervision of the Executive Director in all aspects, the Volunteer / Event Coordinator will develop a Volunteer Management Program consisting of the following key elements: recruitment, engagement, training, scheduling, supervising, and recognition of Help Fill A Dream volunteers. With the Executive Director and fund raising committees, this individual will provide leadership in planning, coordinating, and executing specific fundraising events and will be the principal conduit through which all event planning communications are handled.

### **Responsibilities/Duties:**

- Effectively recruit suitable individuals for a variety of volunteer roles
- Creating and building relationships with community organizations to grow our volunteer base
- Coordinating orientation sessions, networking and training to provide volunteers with knowledge and skills to assist in the organization
- Ensuring volunteers are engaged through consistent and effective communication
- Coordinating recognition efforts to thank and recognize volunteer commitment
- Maintaining a database for tracking information, hours, schedules, and event participation
- Scheduling and coordinating volunteers to assist in all areas at Help Fill A Dream
- Coordinating fund raising events which involves decision making input on external resources, managing event processes, coordinating meetings, managing event budgets
- Development of media, marketing materials, announcements, photo opportunities and social media marketing for special events
- Maintaining, organizing and managing existing events from concept to completion, ensuring they operate smoothly, efficiently and generate maximum revenue and exposure
- Working alongside event related committees as required
- Coordinating guest lists, food service arrangements, décor planning, staffing of volunteers and all necessary preparations for each event

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- Supervising volunteers during events to ensure appropriate representation of the organization and fulfillment of duties
- Other duties as identified by Executive Director

**Requirements/Qualifications:**

- Preference for a student working on a post-secondary degree in a related field (non-profit management, marketing, public relations, event planning)
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism
- Demonstrate a high level of flexibility, pleasant persona coupled with sound judgment; discreet and able to maintain confidential information
- Ability to set priorities and manage workloads with minimal supervision; work independently on several projects concurrently
- Excellent written and oral interpersonal communication skills
- An understanding of volunteer management, development, and retention or personal experience in volunteer roles is an asset
- Comfortable in a leadership role; ability to mentor and coach
- Project management, organizational and prioritizing skills; problem solving and organizational skills; attention to detail is preferred
- Strong computer skills a must; proficiency in Microsoft Word and Excel is an asset. Familiarity with contact management and database software is a plus.
- Attention to detail is critical; experience in planning and implementing events is an asset
- Must be a team player and have the ability to work with a diverse group of individuals (ranging from Help Fill A Dream staff and Board, corporate and community partners, volunteers and Help Fill A dream program recipients)
- Clear understanding of the Personal Information Protection Act and Freedom of Information and Protection of Privacy Act

**Working conditions:**

- Must be available to supervise and attend special events; occasionally requiring evening and/or weekend work
- Must be able to work in a busy environment with distractions
- Must be comfortable in an office environment and able to work with several people at any given time
- Reliable transportation for the responsible movement of supplies and equipment is an asset