

## Operations / **Volunteer Coordinators**

### **Purpose**

Volunteer Coordinators manage all aspects of volunteer recruitment, scheduling, and ongoing support during the festival. They ensure that all teams are sufficiently staffed and that volunteers are properly trained and engaged throughout the event.

### **Tasks & Responsibilities**

- Work with Human Resources to determine volunteer needs for the festival
- Assist with intake calls and ongoing communication after the Portal opens
- Manage volunteer schedules and ensure that each role is filled effectively
- Provide ongoing support to volunteers and ensure that they have the resources they need
- Make real-time adjustments to volunteer assignments as necessary during the festival

### **Time Commitment**

- Pre-festival: Recruitment and scheduling
- Festival shifts: Manage volunteer operations
- Post-festival: Follow-up with volunteers and finalize records