



# Vancouver Pride Society

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## Volunteer Coordinator

### About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to eight other annual events. VPS strives to produce inclusive, celebratory events, and advocate for LGBTQAI2S+ communities through an intersectional lens.

### Position

The Volunteer Coordinator is a full-time support role, intended to manage and coordinate our event and office volunteers for the 2020 Pride Season. The successful candidate will be responsible for:

- ★ Recruiting volunteers for the 2020 Pride Season through new and existing channels;
- ★ Creating detailed volunteer management plans for each event across the 2020 Pride Season;
- ★ Being the primary point of contact for event and office volunteers day to day and on-site during events;
- ★ Coordinating committees/working groups that may consist of volunteers, staff and community members;
- ★ Booking venue space, creating content and facilitating volunteer training sessions;
- ★ Ordering and managing delivery of volunteer supplies;
- ★ Ensuring the wellbeing of volunteers while on event sites or in our office;
- ★ Planning and implementing volunteer recognition programs after the delivery of our 2020 Pride Season

While the successful applicant is expected to be self-motivated and independent, the VPS operates as a cohesive team and the successful applicant will be expected to collaborate with team members as necessary. It is preferred that applicants have a valid BC Driver's License.

### Canada Summer Jobs Program Requirements

- ★ This position is pending approval from Canada Summer Jobs
- ★ Be between 15 and 30 years of age at the start of employment
- ★ 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.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



## Core Competencies

The applicant will be expected to perform duties consistent with being a Volunteer Coordinator as assigned by the Executive Director. The successful Volunteer Coordinator candidate will possess the following skills and attributes:

- ★ Experience coordinating and facilitating volunteer-based committees and training sessions;
- ★ Experience managing large groups of volunteers (100+) or large staff teams
- ★ Experience with Google Drive and google apps such as docs, sheets and forms
- ★ Strong organizational and multi-tasking skills
- ★ Strong inter-personal skills and ability to connect with and motivate volunteers
- ★ Familiarity with LGBTQAI2S+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required

## Assets

- ★ Experience with volunteer management software (VPS uses Better Impact)
- ★ Valid BC Driver's License

## Compensation

Compensation is \$20.00/hour pending approval from Canada Summer Jobs. This position is 40 hours a week, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events. This position runs from May 4, 2020 to August 14, 2020.

## Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

## Application

To apply, please submit a cover letter and resume in a single PDF document to [jobs@vancouverpride.ca](mailto:jobs@vancouverpride.ca). Please include "Volunteer Coordinator" in the subject line.

The deadline for applications is March 27, 2020.