

## VOLUNTEER CO-ORDINATOR

The Saint John Theatre Company (SJTC) is looking for an outgoing and organized Volunteer Co-ordinator to be part of the team that plans, promotes and operates the annual Fundy Fringe summer theatre festival in Saint John, NB.

Get to know the inner-workings of a non-profit organization, gain valuable office & arts administration skills, and experience working in a professional, fast-paced environment. The position will begin late June/early July until the end of August. This is an 8 week position , 35 hours per week.

Responsibilities include but not limited to:

- Screen Volunteer applicants and assign position as suited.
- Implement goals and objectives for the volunteer programs
- Work within Budget parameters to ensure the volunteer activities are delivered
- Administer volunteer recruitment programs and services
- Train volunteers to work effectively and cooperatively with patrons and artists
- Maintain records of volunteer hours & volunteer activities

Requirements:

- Microsoft Office skills essential (Word, Excel, PowerPoint)
- Self-motivated, friendly and outgoing
- Highly organized and effective at multi-tasking and meeting deadlines
- Excellent written and verbal communication skills
- Comfortable working independently and as a team
- Able to work a flexible schedule, including weekends and some evenings
- Must be a student in a secondary, post-secondary, vocational or technical program returning to school on a full-time basis
- Conflict resolution skills would be considered an asset
- Own Laptop would be an asset

To apply, submit a cover letter and resume no later than Thursday May 31, 2018, to:  
[admin@saintjohntheatrecompany.com](mailto:admin@saintjohntheatrecompany.com)

Please note only those selected for an interview will be contacted.