



# FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

## Position Description

### Volunteer Coordinator

Contract Position: 2.5 months starting 01Dec2009

Reporting to: Director, Pavilion Operations

1 Position

## Position Description

The Volunteer Coordinator will finalize the recruitment of Volunteers for the Aboriginal Pavilion and Business Showcase and develop and deliver all training required for volunteers. This position will also develop volunteer shifts and schedules. This position will also be part of a team delivering a well hosted, world class visitor experience.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

## Responsibilities:

- Work with VANOC and FHFN Volunteer recruitment and training to secure volunteer staff
- Develop, coordinate, and deliver all volunteer training in collaboration with FHFN recruitment
- Develop Volunteer Shifts and schedules
- Ensure that volunteer positions and shifts are covered
- Plan for contingency for absences and backfilling
- Oversee all volunteer recruiting, training, and retaining programs on and off-site
- Ensure that the administration of the volunteer program meets the needs of the Aboriginal Pavilion and Business Showcase
- Attend team and Pavilion/Showcase meetings as required

## Position Requirements

### Education/Experience

- One to three years related experience
- Experience in selection of people, volunteers, and/or human resources to complete a project or assignment an asset
- Proven track record of managing volunteer staff in a fast paced environment
- Experience in scheduling people to complete a project or assignment an asset
- Experience in developing training or information sessions for groups of people an asset
- Experience in facilitating or training groups of people an asset
- Evening and weekend work scheduling required





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## Certificates, Designations, Languages required

- A diploma or certificate from a recognized post secondary institution in related studies preferred
- Fluency in English required
- Fluency in French an asset

## Applications

Resume with three references including contact information must be submitted.

**Submission Deadline: October 30, 2009 at 4:00 p.m. Pacific Time  
(Please make submissions via email or fax)**

### Address:

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