

Position: Alumni Coordinator - Arts Awards Program

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| Staff Liaison: | Joy Kramer, Administrator | 519-747-8537 |
| Volunteer Services Contact: | James Nye | |
| Website: | www.kwartsawards.ca | |

Objective:

- Provide support services to a highly-regarded community arts recognition program

Responsibilities:

- Liaise with committee to determine information required of alumni
- Contact alumni, and update contact information
- Initiate and coordinate mailings or emails to alumni with support of committee
- Organize alumni responses
- Work with any Special Events sub-committees that may be set up, as required
- Maintain confidentiality of alumni information
- Prepare reports and provide information to the committee
- Attend and vote at committee meetings as needed

Place: TBA

- Meetings are arranged by the committee
- Volunteer will also work at home

Time Commitment:

- Year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- Workload moderately increases closer to two Arts Awards events in the spring
- Attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required

Qualifications:

- Understanding how volunteer organizations operate
- Good interpersonal, verbal, written communication and listening skills
- Interest in the arts and past arts awards winners and their history and accomplishments
- Responsible, organized, able to take a leadership role and delegate tasks
- Ability to generate ideas for alumni activity
- Computer and email skills

Benefits:

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers

Screening Requirements:

- Satisfactory interview

Additional Information:

- use of personal computer, printer, and email is preferable