

Job Title: Volunteer Coordinator

Company: Twilight Theater Company

Compensation: Volunteer (approx. 4-6 hrs /week)

Address: 7515 N Brandon Ave, 98217, Portland OR

Reports to: Producing Artistic Director

Twilight Theater Company (TTC), founded in 2013, seeks to meet a growing need for accessible arts in North Portland by presenting a year-round season of innovative community theatre both for audiences and artists alike. We present 8 mainstage, 3 readers theatre and 1 festival entry presentations per season.

We're currently seeking a part-time Volunteer Coordinator to facilitate and track volunteer participation.

Major areas of responsibility typically include:

- Coordination of volunteers, record keeping and volunteer recruitment
- Providing leadership for and actively participating in recruitment and volunteer training.
- Acting as a representative and advocate of the theatre with volunteers and staff.

Someone in this position would ideally:

- Demonstrate a strong work ethic, stamina and passion.
- Possess strong organizational skills, along with a working knowledge of record keeping
- Demonstrate capacity to lead, manage, motivate and inspire volunteers.
- Exhibit excellent interpersonal leadership and communications (written and oral) skills
- Preferable previous experience in a non-profit management/leadership

Job Description*:

- **Role of the Volunteer Coordinator:**
The Volunteer Coordinator reports to the Artistic Director as part of the Theatre's management team. The Volunteer Coordinator plays an integral role in the execution of the company's day-to-day activities, including:
- **Volunteer Coordination:**
 1. Along with the Producing Artistic Director and Managing Director, develop, promote, and maintain a wide range of volunteer opportunities
 2. Survey staff regularly to assess needs for volunteer assistance and recruitment
 3. Recruit new volunteers and cultivate relationships with current volunteers
 4. Maintain Volunteer Service Descriptions for each volunteer assignment

5. Ensure volunteers are staffed to support the various areas of operations, to include theater performances, festivals, special events, community days, and marketing/communication events
6. Communicate regularly with volunteers about opportunities, scheduling, follow-up and other pertinent information
7. Conduct and/or arrange for volunteer orientation and training
9. Manage volunteer policies, procedures, and standards of volunteer service
10. Organize and participate in volunteer recognition programs and special events
11. Evaluate all aspects of volunteer programs to ensure effectiveness and to implement changes as appropriate
12. Maintain accurate records and provide timely statistical and activity reports on volunteer participation

- **· Ambassador:**

The Volunteer Coordinator is expected to adhere to the Company's Core Values Document. The Volunteer Coordinator helps to advance the relationship between the Theatre and its volunteers and in the community including local business groups and arts organizations as required

*A full description including specific tasks will be provided in detail to the chosen candidate upon hiring

APPLY: Interested candidates should apply with a cover letter and resume via email to Artistic_Director@Twilighttheatercompany.org