



## *Olympic Theatre Arts*

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### **OTA Volunteer Coordinator Job Description September 2017**

**VOLUNTEER COORDINATOR REPORTS TO AND RECEIVES DIRECTION FROM THE EXECUTIVE DIRECTOR**

**OBJECTIVE: TO MAXIMIZE HUMAN RESOURCES AND MAINTAIN GOOD WORK FLOW**

#### **General Personality Traits:**

- **Welcoming – Enthusiastic — Motivational**
- **Communicator – multi-tasker– Delegator – Professional**
- **Organized – detail oriented – deadline conscious – Calendar watcher**

#### **Required Skills:**

- **Database management**
- **Microsoft Office, especially Excel and Outlook**
- **Communication**

Some of the following tasks and duties may be delegated to responsible volunteers however the coordinator will assume ultimate responsibility for execution and quality.

#### **General Office:**

- Maintain flexible hours dependent upon current needs, inside or outside office.
- Be available to offer in office coverage during hours of operation if others are absent.
- Field all inquiries regarding volunteering
- Maintain volunteer database, update often and categorize for specific needs, consolidate various programs for better accuracy (google docs, arts people, QuickBooks)
- Be proactive in helping office staff and committee chairs to identify all needs and search for volunteer help (fill committees, make community connections – ads, sponsorships, etc.)
- Make use of Sign-Up Genius for volunteer searches.
- Create and/or maintain job descriptions for primary tasks
- Create and/or manage awareness program for new and existing volunteer sign-ups, monitor information for accuracy and relevance (web-site, social media, email blasts)
- Make calls from the office line, whenever practical, to solicit volunteers to work.
- Create and maintain 'volunteer recognition' vehicle in office or Gathering Hall
- Arrange for, manage and advertise for all promotional appearances such as Irrigation Festival float, Lavender Festival Parking, Clallam County Fair, Home Shows, etc.
- Assist Executive Director, Marketing Director in outreach development
- Maintain records of volunteer hours

- Provide newsletter material to marketing manager highlighting volunteer work
- Track income and expenditures for all types of marketing, advertising and appreciation to contribute to annual budget discussions

**Productions:**

- Work with Artistic Director and Director to staff production team early.
- Assist directors in identification of potential cast members and help contact about auditions
- Prepare distribution packets, schedule volunteers, update distribution lists
- Build, maintain and complete all Front of House staffing, communicate with house managers about staffing notes and specific production nuances (length of acts, late seating, etc.)
- Provide candidates for playbill recognition with written blurb about their service
- Arrange for, manage and advertise First Friday talents

**Comprehensive Responsibilities:**

- Create and implement orientation and training procedures for all volunteer tasks
- Be always available and attentive to volunteer needs, complaints, suggestions, feedback and to manage conflicts
- Arrange for and implement volunteer acknowledgements and thank-yous