



Calgary Reggae Festival Society
Chinook RPO, PO Box 30244
Calgary, Alberta
Canada T2H 2V9
Telephone: (403) 355-5696
Fax: (403) 455-8033
Email: crfinfo@ReggaeFest.ca
Web: www.ReggaeFest.ca

CONQUERINGLION.
JAH.FREEDOM.
CULTURE.RIGHTS.
UNITY.ONELOVE

The Calgary Reggae Festival Society (CRFS) is set on a mission to promote local, regional and national awareness of Reggae Music in Canada and to provide an avenue where this music can be heard through programs including the annual staging of the Calgary International Reggae Festival.

ReggaeFest Volunteer Engagement Coordinator - Calgary

Part Time Term Contract (Approx 13 Weeks: June 1 – August 31, 2016)

Remuneration: \$3,000.00 for contract term.

The successful candidate will work closely with the ReggaeFest Organizing Committee Chair and will be responsible for the planning, recruiting, implementing, organizing and scheduling of volunteers for ReggaeFest, taking place August 18 – 20, 2016 in Calgary.

Key responsibilities include:

- Recruit, screen, assign and manage volunteers for ReggaeFest 2016
- Create a database and ensure adequate volunteers are recruited and assigned to the different areas of the festival
- Be available the days of the festival to manage the scheduled festival volunteers
- Keep the CRFS Board of Directors updated on recruitment and assignment progress
- Create a follow up report after the festival and present to the CRFS Board of Directors

Qualifications:

This position requires a highly detailed, organized individual with great time management skills, who can work under pressure and tight deadlines. Ideally the candidate is a personable self-starter and team player, flexible with work hours and comfortable working independently with the ability to work from home. The candidate must have access to their own computer, Microsoft office software and an internet connection.

- Post secondary education with a minimum of 2 years proven experience in volunteer engagement, coordination and implementation
- Strong organizational skills
- Computer skills with strong background in email systems, database management and spreadsheets
- Excellent verbal communication, writing and editing skills

HOW TO APPLY

Applicants should send a cover letter and resume outlining how they meet the specific requirements of the position to recruit@ReggaeFest.ca by **Monday, May 16, 2016**.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit a police information check.