

AAFF Volunteer Coordinator

LOGISTICS:

- POSITION: Volunteer Coordinator
- DATES OF EMPLOYMENT: Jan 8 – April 14, 2024, with 2-3 meetings in fall 2023
- HOURS: part time; variable with increased hours closer to the festival; full time festival week; etc March 26-March 31, 2024
- COMPENSATION: \$2000 (paid first week in April)
- REPORTS TO: Operations Manager

JOB SUMMARY: Manages the Ann Arbor Film Festival volunteer program (about 80 volunteers). Plans, oversees, and implements volunteer opportunities to ensure festival needs are met and that volunteers have a fulfilling experience.

CONSIDERATIONS: Extended hours, including evenings and weekends, may be required at key points during the pre-festival and festival period (62AAFF March 26-31, 2024).

KEY RESPONSIBILITIES:

- Manage and serve as point of contact for 50+ volunteers.
- Identify volunteer needs and recruit and train a team of volunteers.
- Conduct volunteer orientations.
- Manage volunteer program budget, databases, job descriptions, paperwork, etc.
- Oversee volunteer materials including communications, volunteer credentials, tickets, etc.
- Regularly communicate expectations with volunteers to ensure an effective and positive volunteer experience.
- Manage volunteer and exit survey processes.
- Manage recognition programs for volunteers including festival ticket benefits, volunteer screenings, food and beverage, etc.
- Provide ongoing outreach and communication to maintain volunteer pipeline and engagement with volunteers and other local non profit organizations.
- Collaborate with festival operations team to integrate the volunteer program into overall efforts.
- Write a festival “Wrap Report,” detailing successes, possible improvements, and day to day operations of the volunteer department.
- Plan and execute volunteer thank you party in coordination with OM

SKILLS AND EXPERIENCE:

- Employee legally authorized to work in the United States.
- Bachelor's degree preferred.
- 2 years experience managing a volunteer program preferred.
- 2 years experience managing staff required.
- Ability to build and facilitate a training program preferred.
- Strong written skills required; Word or Google Doc experience required.
- Database knowledge required.