



**COWICHAN VALLEY ARTS COUNCIL**  
*For the Love of ARTS*

## Job Description

### **CVAC Volunteer Outreach Coordinator/ Office Assistant**

Length of the workweek: 3 days per week - .4 CVAC Volunteer Outreach Coordinator, .2 Office Management back-up

Fundamental to CVAC's success is management of the PORTALS facility, training and support for volunteers as well as planning and contributing to the staging and management of a variety of arts and cultural events within PORTALS. The CVAC Volunteer Outreach Coordinator reports to the Chair of the Board (or Board Liaison) and is responsible for providing leadership and efficient services to CVAC by working in conjunction with all other staff. She/he will be working with the PORTALS Office Manager and learning the office procedure in order to provide back-up in that position. The duties will necessarily overlap.

#### Duties:

- Represent the primary volunteer contact, ensuring that all new volunteers are informed of the job requirements and that necessary forms are completed
- In conjunction with Volunteer Trainer, provide training, supervision and support to Portals Team of volunteer hosts.
- Actively recruit volunteers by developing an annual recruitment plan.
- Update volunteer forms, and maintain volunteer contact information, including all volunteer records.
- Oversee monthly PORTALS volunteer schedule, including POD replacement efficiency.
- Develop improved programs for recruitment and shift coverage should that be necessary.
- Perform all reception duties including (but not limited) to completing membership forms, answering the phone/retrieving messages and routine filing.
- Over time, familiarize himself/herself with CVAC office procedures in order to provide assistance and backup for Office Manager holidays etc.
- Complete timesheet.

#### Knowledge:

- Excel Database
- Website - newsletter
- Mail Chimp
- CVAC filing system

Skills:

- Basic awareness of the cultural arts
- Excellent interpersonal skills
- Proficiency with both Mac and PC computer skills including graphic design, the use of spreadsheet and word-processing programs, e-mail and vector-based programs
- Ability to work independently
- Management and supervision skills
- Team skills
- Knowledge of basic office administration skills
- Effective organizational and time management skills

Updated July 25, 2016