

Job Title: Volunteer Coordinator

Location: Brevard Renaissance Fair, Brevard County, FL

Job Type: Part-Time/Seasonal

Reports to: Event Director

Job Summary:

The Volunteer Coordinator for the Brevard Renaissance Fair will recruit, train, and manage volunteers to ensure smooth operations and a positive experience for all participants. This role involves coordinating volunteer schedules, overseeing volunteer activities during the event, and acting as the primary point of contact for all volunteers. The ideal candidate will be organized, energetic, and possess strong interpersonal skills to motivate and engage volunteers.

Key Responsibilities:

- **Volunteer Recruitment and Onboarding:**
 - Develop and implement recruitment strategies to attract a diverse and reliable group of volunteers.
 - Promote volunteer opportunities through community outreach, social media, and partnerships with local organizations.
 - Screen and interview potential volunteers to ensure they align with the needs and values of the Brevard Renaissance Fair.
 - Organize and conduct orientation sessions to train volunteers on their roles, event protocols, safety guidelines, and expectations.
- **Volunteer Management:**
 - Coordinate volunteer assignments and create detailed shift schedules based on event needs.
 - Ensure volunteers are adequately supported, informed, and motivated throughout their involvement.
 - Serve as the main point of contact for volunteers before and during the event, providing guidance, answering questions, and resolving issues.
 - Maintain clear and open communication with all volunteers, sending reminders and updates as needed.
- **Event Day Coordination:**
 - Oversee volunteer check-in, ensure they receive necessary materials (badges, uniforms, etc.), and direct them to their assigned locations.
 - Monitor volunteer performance and make adjustments to staffing as needed during the event.
 - Provide support to volunteers during their shifts, addressing any concerns or challenges that arise.
- **Post-Event Follow-Up:**
 - Organize a post-event debriefing with volunteers to gather feedback on their experience.

- Recognize and thank volunteers for their contribution, potentially organizing appreciation events or sending personalized thank-you notes.
- Maintain a database of volunteers for future events and update contact information as needed.

Qualifications:

- Previous experience in volunteer coordination, event planning, or human resources is preferred.
- Strong organizational skills with the ability to manage multiple tasks and schedules.
- Excellent communication and interpersonal skills, with the ability to lead, motivate, and resolve conflicts with volunteers.
- Proficiency in Microsoft Office Suite (Word, Excel) and experience with scheduling software is a plus.
- Ability to work flexible hours, including weekends and evenings during the event.
- Familiarity with the Brevard Renaissance Fair or similar events is beneficial.

Personal Attributes:

- A passion for events and working with people.
- Strong leadership qualities and a positive, approachable attitude.
- Attention to detail and the ability to handle logistical challenges calmly and effectively.

Compensation:

Compensation will be based on experience and will include opportunities for performance-based bonuses.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining relevant experience to [contact email]. Please include "Volunteer Coordinator Application" in the subject line.