

# HYDE PARK SCHOOL OF DANCE

## **Title: Volunteer and Events Coordinator**

**Reports To:** Executive Director

### **Position Description:**

The Volunteer and Event Coordinator is a part-time position responsible for recruiting and managing volunteers to successfully support performances, events, and other key activities throughout the school year. Additionally, the individual in this position takes an active role in planning the school's events, i.e. fundraising, donor/cultivation, open house, etc. The position reports to the Executive Director and works closely with administrative staff, faculty, and HPSD's large cadre of family and community volunteers.

### Principal Job Duties and Responsibilities:

#### Volunteer Management – 50%

- Works with HPSD department heads (artistic, costuming, hauling/moving, merchandising, etc.) to ascertain volunteer needs for upcoming performances, events, and other programs as needed
- Assign tasks and coordinate volunteers needed for all programs
- Assist staff and faculty to create and maintain positive relationships with volunteers
- Make suggestions for improvement and ways to increase efficiency as appropriate
- Serve as primary liaison between HPSD department heads and volunteers, including Parent Action Committee regarding volunteer opportunities and goals
- Schedule 2-3 meet and greets with parents/volunteers throughout the year

#### Performance/Events – 25%

- Plan an end-of-season volunteer appreciation party
- Be an active participant in the planning of all volunteer/donor/fundraising/school-wide events
- Assist Executive Director in covering committee meetings for larger events, such as the *Let's Dance* gala.
- Work with the Director of Community Engagement on The Nutcracker Matinee seating arrangements
- Manage the volunteer base at all events

#### Administration – 25%

- Work with Executive Director to create a seasonal volunteer needs calendar and recruitment plan
- Implement volunteer recruitment plans for identified events
- Manage communication with volunteers regarding roles, duties, logistics, and feedback
- Identify and help address issues that arise in the utilization of volunteers by gathering feedback from volunteers and communicating issues to the Executive Director, Artistic Director, and HPSD department heads as appropriate
- Schedule a minimum of one office day per week to be determined by Executive Director
- Write the monthly Newsletter
- Develop printed materials, including flyers, tickets, handbooks, and miscellaneous forms
- Assist the administrative team with donor database management, i.e. data entry, acknowledgments, reports

**Position Qualifications:**

- Previous experience as a volunteer with a non-profit organization required
- Previous experience with event planning or volunteer management desirable but not required
- Must have an appreciation for the arts and enjoy working with children and families
- Must be detail oriented and able to multi-task; able to manage schedules and databases
- Must have strong leadership and communication skills, able to work with a variety of personalities while being personable, polite, and respectful
- Willing to maintain a flexible work schedule that supports HPSD events, including weekend and evening hours in accordance with HPSD's seasonal calendar
- Must be available to respond to emails daily, or on a schedule as agreed upon with Executive Director
- Knowledge of Google Forms and proficiency with Excel required; knowledge of SignUpGenius a plus
- Experience working with CRM databases, specifically Neon, a plus
- Access to a vehicle a plus

**Education:** Bachelor's degree preferred

**Job Experience:** 2-3 years volunteer management experience or customer service experience

**Special Knowledge & Skills/Demonstrated Competencies:**

- Professional demeanor
- Experience with research (varying topics from arts to social justice)
- Data management skills and willingness to learn new systems
- Excellent working knowledge of MS Office especially Word and Excel and Google Suite
- Graphic design and media experience a plus
- Physical Requirements of the Position: Event set-up and breakdown of tables and chairs; decorations, etc. is required

**Performance Measures:**

- Deliver timely communication regarding volunteer needs
- Actively contributes to the completion of team goals and assigned tasks.
- Conscientiously completes tasks with attention to detail and commitment to follow-through.
- Maintain open communication with supervisor regarding schedule, work load, projects, etc.
- Follows recommended approach to assigned work to achieve desired results and clearly communicate progress.
- Flexibility in working with the team
- Punctuality

**Position Classification:** Part-time; non-exempt

**Hours:** This position requires 12-15 hours/week; scheduled to be determined by the Executive Director. Increased hours are expected around key times, i.e. registration, auditions, performance, events, etc. This position requires a presence in the office during key times.

The schedule will be arranged by the Executive Director but may include weekend and evening hours. Attendance the week leading up to all major events and performances and the day(s) of events and performances are required.

This position will accrue sick days according to The Chicago Sick Time ordinance.