

VOLUNTEER COORDINATOR

Updated May 2012

1. Recruit volunteers as necessary for the Festival. A blank Volunteer Schedule form indicating venues, disciplines, and times, is available from the Festival Secretary.
 - a. Recruit a Location Supervisor for each venue, preferably someone who has served as a volunteer at previous Festivals. The Location Supervisor will serve as usher for school groups and community music and will serve as Marshal at the small venues.
 - b. Recruit an Adjudicator Secretary, a Doorkeeper, for each venue and a Marshal for each large venue (school gymnasiums).
(You do not need to get adjudicator secretaries for the dance venue and Ballet Camrose parents usually fill the other volunteer positions for the dance venue)
 - c. Draw up a list of volunteers who could serve in case of emergency.
2. If possible, place volunteers in the same position for more than one session at one venue.
3. Be responsible for conducting orientation sessions for all volunteers during the week before Festival.

NOTE: It is most important that all volunteers attend the orientation session if the Festival is to run smoothly. Volunteers who have served in previous years can benefit from an orientation, especially when changes to job descriptions have been made.

 - a. Distribute a job description to each person before the orientation meeting.
 - . A set of current job descriptions is available from the Festival Secretary.
 - b. Take a sample venue bag to show the contents to the volunteers.
 - c. Ensure that any volunteer absent from the orientation session receives information, including a job description, before he or she is due to work.
4. Two days before the Festival, give a copy of the Volunteer Schedule with names and phone numbers to the Festival Secretary for inclusion in each venue bag and for information for the Festival Secretary.
5. Keep a current record of volunteers, including names, phone numbers, and positions filled.
6. When the Festival is over, bring to the attention of the Festival Secretary any suggested changes in your job description, and the job descriptions of the Location Supervisor, Adjudicator Secretary, Doorkeeper, and Marshal.
7. Present a written report to the annual meeting.

NOTE: No person may volunteer as Adjudicator Secretary for a session in which his/her child or student will perform.