



Community Events and Volunteer Coordinator (Part Time)

POSITION SUMMARY

The Village of Anmore is inviting applications for the position of part time Community Events and Volunteer Coordinator, to plan and implement special events that enhance our community and actively recruit volunteers to assist with events and participate in other volunteer opportunities.

The Community Events and Volunteer Coordinator is responsible for recruiting and coordinating community volunteers, and to ensure smooth and successful event operations. Excellent organizational, interpersonal, and communication skills are required. The position offers a flexible part-time schedule and will include occasional evening and weekend work. The Village of Anmore Community Events and Volunteer Coordinator will be compensated at an hourly rate of \$25.00 per hour.

CORE DUTIES, RESPONSIBILITIES AND REQUIRED SKILLS

- Preparation and coordination of written materials for posting and distribution
- Obtaining required event licensing and permitting
- Delivering each event within the allocated budget and soliciting sponsorship/donations
- Actively soliciting and coordinating community volunteers to assist with events and other Village related activities
- Ensuring that insurance, legal, health and safety obligations are adhered to
- Planning and coordinating related activities including booths, workshops, speakers, special guests, musicians, games and activities, etc.
- Planning event layouts and coordinating caterers, contractors and equipment rental
- Skilled in community events and scheduling
- Excellent organizational and time management skills including significant attention to detail
- Creativity and the ability to work independently are inherent to this position
- Some physical work and exposure to changing environments is expected
- Ability to communicate effectively both orally and in writing
- Must be 19 years of age, possess a valid Class 5 BC driver's license
- Current Serving It Right Certificate is mandatory

KEY COMMUNITY EVENTS (other events as required)

- 1) Easter Egg Hunt
- 2) Ma Murray Day
- 3) Halloween Fireworks
- 4) Light Up Spirit Park

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. Qualified applicants are invited to submit a covering letter and resume to:

Juli Halliwell, CAO
via email to: juli.halliwell@anmore.com

This opportunity is open for receipt of applications until 4:00p.m. Tuesday, February 13, 2018.