



<b>Job title</b>	<i>Volunteer Coordinator</i>
<b>Full-time</b>	<i>40 hours/week</i>
<b>Salaried</b>	<i>Up to \$40,000/year (commensurate with experience)</i>
<b>Reports to</b>	<i>Associate Director</i>

## **Job Overview**

Under the Supervision of the Associate Director, the Volunteer Coordinator garners new volunteers and works to enable training and integration of volunteers into theatre productions and general operations at Amelia Community Theatre in support of the mission and purpose of ACT.

## **Duties and responsibilities**

### **General Office Duties**

- Be present during assigned office hours
- Pursue volunteer communications and return messages promptly
- Work special events as assigned
- Assist Associate Director with clerical and other duties as assigned
- Supervise box office operations as assigned when the Box Office Manager is unavailable
- Supervise front of house operations as assigned

### **Volunteer Coordinator Duties**

- Recruit new volunteers
- Schedule and organize training for volunteers
- Integrate volunteers into productions and activities
- Prepare and organize volunteer appreciation events
- Maintain and update volunteer database
- Track volunteer hours
- Provide general support and guidance to all volunteers
- Update and maintain volunteer job descriptions
- Update and maintain written instructions for volunteers

## **Qualifications**

### **Knowledge, Skills, and Abilities**

- **Professional Communication:** Demonstrated knowledge of the structure and content of the English language including meaning, composition, and grammar. Ability to provide clear and useful information in a gracious, respectful, and helpful manner to a wide variety of staff, community members, and volunteers.
- **Interpersonal Communication:** Knowledge of procedures for volunteer recruitment, training, selection, and management.
- **Confidentiality:** Ability to maintain privacy related to operations, volunteers, and other priority information.
- **Public Speaking and Presentation:** Ability to speak to audiences of various sizes such as for informational presentations, small group training, tour presentations, and other public events.

- Organization and Computer Literacy: Demonstrated ability to systematically organize information to be accessible by others and maintain updated volunteer databases digitally.

#### Education and Experience

- Associate degree
- Undergraduate degree preferred
- Two years professional work experience
- Experience with theatrical production preferred
- Presentation and training experience preferred
- Customer service experience preferred

#### Working conditions

##### Physical Demands

- Lifting/carrying up to 35lbs
- Sitting/Standing for 3-4 hours at a time

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### Work Environment

- Solitary and teamwork settings
- Noise level ranges from quiet to loud
- In addition to daytime office hours, evening and weekend hours are routinely required based on theatre needs and events - not to exceed 40 hours/week.

#### Direct reports

In addition to all front of house and production volunteers, the following standing volunteer positions will report to or be facilitated by the Volunteer Coordinator: Art Coordinator, Bio Photographer, Mailing Chair, Usher Coordinator, Beverage Bar Manager, and Program Editor.

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*ACT is a member-supported and volunteer-assisted organization, and a not-for-profit 501(c)(3) corporation registered with the State of Florida.*