

# Irish Architecture Foundation

## Job description: Volunteers Coordinator Open House 2018

Volunteers Coordinator reports directly to the Director who is responsible for his/her performance evaluations.

Volunteers Coordinator will work closely with the IAF team and Open House Dublin Programme Coordinator.

Volunteers Coordinator will manage all elements of volunteering during Open House 2018. The role involves assessing the event's needs and meeting those needs through the recruitment, placement and retention of volunteers. Volunteers Coordinator will manage volunteers and their relationship with those they come into contact with, including buildings owners, architects and tour guides. Volunteers Coordinator will also monitor, evaluate and accredit volunteers.

This appointment is temporary, and the commencement date is Monday 2 July, the end date is Friday 26 October 2018: 5 days/week July, August, September and October.

Gross salary will be based on an annual gross salary of €18,000 calculated pro rata for the term of the contract.

### RESPONSIBILITIES:

- Recruiting approx 300 volunteers and ensuring they are appropriately matched and trained for a position of an Open House Volunteer
- Finding and managing the team of Core Volunteers
- Organising, updating, managing rotas
- Management of OHD info hub including recruitment of volunteers, rota management, organisation and promotion
- Providing inductions and scheduling trainings for all recruited volunteers to acquaint them with the expectations and practices of the festival
- Volunteer coordinator has the ultimate responsibility for the effectiveness of training and for updating a comprehensive volunteer handbook
- Updating volunteer database and files in the office and maintaining up-to-date contact information for all volunteers using our CRM system.
- Researching and updating IAF policies and procedures for volunteers
- Liaising with organisations which are recruiting volunteers and with multiple agencies across different sectors in order to establish a good working relationships to develop partnerships and recruit volunteers
- Use all available techniques for advertising volunteering opportunities within OHD including the Internet, local newspapers, fliers, the festival's own printed programs/website, local volunteer centers and radio and television public service announcements
- Generating appropriate volunteering opportunities and role descriptions based on the needs of the festival
- Promoting volunteering opportunities within OH through recruitment and publicity strategies and campaigns;
- Monitoring, supporting, motivating and accrediting volunteers and their work;
- Celebrating volunteering by organising celebration events; to recognize their contributions and dedication
- Offering information to volunteers through face-to-face, telephone and email contact;
- Remind volunteers how much they are needed for next season, update contact information and keep in touch during the off-season (perhaps via an email newsletter)
- Attending Open House team meetings and evaluating activities and reporting back to the Director

- Meet with the Director, General Manager and OHD Coordinator to determine how many volunteers will be needed and in what capacities for the upcoming year, accommodating changes and planned new event.