



## Position Summary:

The Krasl Art Center Volunteer Coordinator collaborates with staff to meet the Krasl Art Center's volunteer needs through recruitment, placement and retention of volunteers. They ensure a successful experience for each volunteer encouraging repeat involvement. This position is primarily responsible for the development of the KAC volunteer program from position descriptions, community outreach, retention and volunteer recognition.

**Job Type:** Part-Time Hourly, 10-20 hours per week, flexible schedule – 1 weeknight per week and occasional weekends for events with volunteers

**Salary:** \$12.00 per hour

**Supervisor:** Development & Art Fair Manager  
Note: this position also works closely and communicates regularly with the Marketing & Events Manager

## Organizational Values

Krasl Art Center's mission is to inspire meaningful change and strengthen community through the visual arts. Staff members provide excellence, collaboration, innovation, creativity, respect and a sense of humor to advance the organization and accomplish this work.

## Required Skills:

- Strong relationship manager working with a diverse population (volunteers, staff, community members etc...)
- Good listening and good communication
- Excellent writing skills
- Ability to connect with diverse types of community organizations (businesses, faith-based, community service)
- Proficient in Microsoft Office and Google Drive
- Organization and planning skills
- A passion for art and promoting the creative communities of southwest Michigan

## General Responsibilities:

- Recruit, schedule and manage volunteers during major events (Exhibitions, Soup's On, Family Days, etc....)
- Develop and update volunteer position descriptions
- Community outreach to recruit volunteers
- Screening (interviews, background checks etc) and matching volunteers to organizational needs and opportunities
- Scheduling and supervision (when appropriate) of volunteers
- Ongoing volunteer recognition in addition to organizing the Volunteer Recognition Party
- Develop, organize and oversee Volunteer Program
- Create volunteer program materials (policies and procedures, applications, volunteer agreements, orientation handbook)
- Database management and tracking (Sign Up Genius and in-house software)
- Manage community service volunteers from the Volunteer Center & United Way
- Reach out to previous volunteers
- Perform additional duties as assigned

## Volunteer Coordinator

### **Krasl Art Fair on the Bluff Specific Responsibilities:**

*2020 Krasl Art Fair on the Bluff: July 10-12, 2020*

- Work closely with Art Fair Manager and Core Committee to identify, recruit and schedule all volunteers for annual Krasl Art Fair on the Bluff
- Use Sign Up Genius to coordinate volunteer schedules
- Reach out to prospective volunteers personally, (telephone, short note) if they are not “on-line”
- Work throughout the KAF weekend to place and manage all volunteers and troubleshoot
- Develop strategies to identify and recruit individuals and groups to volunteer for the KAF throughout the year
- Write post-Art Fair thank you notes
- Review and update Sign Up Genius names and schedules after the event

### **To apply:**

- Submit **letter of interest, resume** and **work availability** to [artfair@krasl.org](mailto:artfair@krasl.org).
- Include last name and Volunteer Coordinator in the subject line (ie: Willis-Volunteer Coordinator).
- Note: applications submitted through Facebook or Indeed will not be reviewed.

No phone calls, please. This position will be filled as soon as possible.