Festival Volunteer Director

Job Summary:

The Festival Volunteer Director administers all aspects of the festival's volunteer program including recruiting, training, and supervising volunteers.

Duties/ Responsibilities:
- Communicates with festival management to identify available opportunities and needs for volunteers.
- Recruits volunteer staff.
- Gathers information about each volunteer's skills and availability; matches volunteers with appropriate opportunities.
- Schedules volunteers with assigned opportunities.
- Maintains volunteer application and records for the volunteer program.
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.

Qualifications:
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.
- Proficient with Microsoft Office Suite or related software.

Physical Demands:
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

The North Cascade Bluegrass Festival is the primary fundraiser for the Whatcom Parks and Recreation Foundation and is held every Labor Day Weekend at the Deming Log Show Grounds and is located near Bellingham, WA.