**Open position:**

**Volunteer Coordinator (part time)**

Lotus Education and Arts Foundation

* **Part-time, ~20 hours/week (June – mid-October)**
* **May be expanded to a year-round position, based on performance**
* **Compensation: $15-$17/hour with commensurate experience**

**Please review required qualifications and submit resume and cover letter to** [**HR@lotusfest.org**](mailto:HR@lotusfest.org)**. No phone calls, please. This position will be open until filled.**

This part-time position carries out the duties of Volunteer Coordinator for the Lotus Festival, and other organizational duties as needed, to mount a successful Festival in 2019. The Lotus Festival Volunteer Coordinator manages the volunteer needs of a complex multiple-day, multiple-venue festival, including: public relations and recruitment efforts; scheduling of assignments*/* shifts; interaction with other Lotus Festival area coordinators and committees (e.g., backline, artist relations, visual arts, merchandise, venues, streets, and Lotus in the Park); and training and orientation of volunteers. The responsibilities outlined here are specific to 2019 as a transitional year for the organization.

**Job duties include:**

* Volunteer outreach and recruitment for all Lotus Festival programming
* General Festival support, including committee leadership and/or participation
* Communications, via emails and phone, with all Festival volunteers
* General office, organizational, and program support
* Festival and database wrap-up

**The ideal candidate will have the following qualifications:**

* Minimum of 3-5 years organizing and directing volunteers in some capacity, or similar management experience
* High proficiency working with database management systems, as well as with Excel and Microsoft Word
* Highly organized, with demonstrated attention to details, deadlines, and time management. Ability to manage multiple projects simultaneously.
* Effective communication skills (verbal and written), interacting with others in a professional and positive manner at all times
* Outgoing personality, with high name-retention and strong volunteer stewardship skills
* Believe in the Lotus mission and its message of embracing diversity