



Volunteer organiser - Job Description

The Volunteer organiser will recruit, train and manage volunteers for LSA & Gallery150.

As a volunteer organiser you would work with unpaid volunteers to provide extra support services within our charitable and voluntary organisations.

General Duties:

- Collaborate with the Vice-Chairs throughout the planning and visionary stage.
- Participate and sit on a working-committee (specific committee to be determined during planning process)
- Attend and participate in all LSA Planning Committee meetings
- Facilitate meetings with Coordinators and support their work
- Build strategic relationships with various community partners who support the LSA
- Maintain current LSA partnerships

Sponsorship Portfolio-Specific Responsibilities:

- interviewing prospective volunteers
- matching individuals to vacancies
- arranging training
- mentoring volunteers
- providing ongoing coaching and support
- assisting volunteers by giving advice, information and resources.

Qualifications:

- Demonstrated examples of leadership skills, especially among peer group.
- Strong interpersonal, organizational skills and project management skills.
- Previous experience leading teams.
- Ability to motivate and inspire others and lead by example.
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions,
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency.
- Task-oriented and reliable.
- Enthusiastic and passionate about Artists development and leadership
- Experience and willingness to learn and teach others
- Good working knowledge of MS Excel (Mail Merge, forms, data sorting etc.).
- Initiative, vision and tenacity for sourcing and developing sponsor relationships for the LSA to grow in 2012 and beyond

Furthermore, the LSA executive committee may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Event planning and management
- Committee organization and leadership
- Performance assessment and goal setting
- Some financial management