

BRCA Needs a Volunteer Coordinator!

The Volunteer Coordinator is a member of the board, and is responsible for organizing volunteers to fill needed positions. This position requires a highly energetic, self-motivated individual with strong leadership and communication skills. Prior experience serving on a board is an asset but not required. Time commitment is a minimum of 10 hours per month. This is a 1-year position.

As a member of the board, main duties include:

- attending monthly board meetings (2hrs/month)
- preparing for board meetings (1 hr/month)
- participating in board decisions by communicating with board members and other parties via email, phone, or face-to-face meetings (1 hr/month)

As Volunteer Coordinator, main duties include:

- recruiting the volunteers required to run events and programs, such as the Annual Spring Cleanup, Community Arts Festival, Harvest Fest and Christmas Party (4 hr/month)
- matching individuals interested in volunteering to the needs of the association (1.5 hr/month)
- together with the Events/Programs Director, taking a lead role in organizing the annual volunteer recognition event (0.5 hr/month)

For more information on the position of Volunteer Coordinator, contact info@brcacalgary.org.