

Director of Volunteers Position Description

The Director of Volunteers supervises and coordinates the recruitment, selection, training, management, and appreciation of year-round Steering Committee members and Day of Event volunteers for the BurlyCon. They serve as a Human Resources advisor to the Executive Director and help to sustain positive working relations between Committee Directors (staff) and volunteers. Through this volunteer coordination work the Director of Volunteers ensures the happiness and well-being of convention attendees, volunteers, committee members, and staff.

Position reports to the Executive Director and Deputy Director. This position supervises the Hospitality Lead(s) and Bar Lead(s).

Duties

- Manage the recruitment, training, retention and appreciation of BurlyCon volunteers, including year-round Steering Committee members and Day of Event volunteers.
- Create and execute volunteer orientations ensuring effective transfer of organization mission, vision, values, and working style to all volunteers.
- Supervise and ensure the successful execution of DOE convention hospitality area including bar and hospitality area. Work with fundraising team to integrate donated/sponsored items into hospitality/bar area.
- Hire, train, and manage Hospitality Lead(s) and Bar Lead(s).
- Contribute to monthly attendee newsletters.
- Issue and collect evaluations from volunteers and staff, incorporate feedback into final report for Executive Director.
- Document all procedures and contacts and make accessible to entire team and Board.
- Work with Executive Director to plan and execute Volunteer and Committee appreciation during and post convention.
- Manage the recruitment, training, retention and appreciation of volunteers to staff at least three events co-sponsored by BurlyCon year-round, including Seattle Boylesque Festival (April), Burlesque Hall of Fame – Las Vegas (June), and Seattle Pride Festival (June).

Requirements

- Proficient in internet and computer technologies, particularly Excel.
- Has own equipment including computer, smartphone, and access to printer.
- At time of event is reachable day and night.
- Available year-round. Average hours are 2h/m, increasing to 3h/w 2 months before event and 8h/d during the 5-day event. Must be able to attend monthly committee meetings (2nd Monday 6pm PST), monthly Director meetings (4th Monday 6pm PST) in addition to work hours, and be present onsite Wed-Sun the weekend of the convention.
- Direct and prompt communication, excellent follow-through.

- Clear, concise, polite, and efficient written and verbal communication.
- Responsible, reliable, and respectful with committee and volunteers.
- Calm and collected under pressure.
- Passion for BurlyCon's mission.

Experience

- Volunteer Coordination
- Human Resources Management
- Experience with Shiftboard volunteer management system a plus.

Compensation

- Monthly stipend of \$100.
- Stipend for Day of Event Hospitality leads under Volunteer Coordinators direction.
- Full weekend convention pass (valued at \$425).
- Shared hotel room for event weekend (W-Su), shared with up to three (3) leads under Volunteer Coordinator Direction.
- Opportunities for visibility/access to events.

BurlyCon is a federally recognized 501(c)(3) not-for-profit arts organization dedicated to providing education about Burlesque as an art form. Founded in 2008, the organization holds an annual educational and social convention in the Seattle area providing classes, workshops, social events and community development opportunities for Burlesque performers, fans, and aficionados. The organization is run by a 9-member volunteer Board Of Directors comprised of Burlesque entertainers, producers, and fans. The annual convention is produced by an international, 40-person, mostly volunteer Steering Committee.

It is the policy of BurlyCon to provide equal contractor opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status.