

# Heartland Truly Moving Pictures

Job Description  
January 2010

**Job Title:** Volunteer Coordinator

**Reports to:** Director of Operations

**Position Purpose:** Leadership and management of Heartland's volunteer program and event coordination

**Primary Responsibilities:** Volunteer recruitment and orientation, and coordination of volunteer committees

## **Festival (55%)**

- Recruitment of Chairs and Vice-Chairs for Leadership Team (approximately 50)
- Plan Leadership Team meetings
- Manage the construction of the volunteer Festival committees for events and supportive services
- Attend committee meetings and advise each in their function and contribution to the Festival
- Act as a liaison between volunteers and staff, communicating details of each committee

## **Volunteer Development (15%)**

- Accept applications
- Assign new volunteers to committees
- Orient and train volunteers
- Keep records of volunteers, assignments each year and hours contributed

## **Festival (15%)**

- Plan and purchase volunteer awards
- Keep records: gift bag item donors, contracts for venues, caterers, musicians and other vendors (review and sign off on)
- Plan and maintain Hospitality Suite
- Review committee final reports and make recommendations for following year
- Work with venue contacts
- Participate in Gala Production meetings

## **Secondary Responsibilities:**

### **Special Events (10%)**

- Organize volunteer committees for special events throughout the year
- Recruit volunteers for special assignments
- Staff other Heartland activities with volunteers: Penrod, Indiana Black Expo, Film Society events and other events as necessary
- Assist with Thank You Luncheon program
- Assist with planning and execution of special events as needed

### **Administrative (5%)**

- Write articles related to Heartland volunteers for Heartland publications
- Write thank you correspondence to volunteer leadership

### **Requirements:**

- Knowledge of MS Office applications
- Excellent verbal and written communication skills
- 3-5 years experience in a related field

- Excellent organization abilities

**Desirables:**

- Bachelors degree or other college experience
- Experience managing volunteers