



THE FOLLY THEATER

Job Description: **Part Time Volunteer Coordinator**
Reporting to: Executive Director
Date: 1.8.20

Job Summary

The Folly Theater, located in a National Historic Register building on Kansas City's Avenue of the Arts and the city's oldest performing arts venue, seeks a Volunteer Coordinator to serve in the key role of recruiting, training, managing and supporting the Folly Theater's volunteer program, which includes ushers, concession workers and office assistance.

Key Responsibilities

Administrative & Management

- Design, implement, manage and coordinate all aspects of Folly Theater's Volunteer Program
- Develop, implement and evaluate internal volunteer policies and procedures, including volunteer job descriptions
- Maintain and develop database of volunteers (DonorPerfect)
- Create monthly informational newsletter (and volunteer schedule)
- Track hours for volunteers on weekly basis
- Set up strategic plan for recruiting and retaining new volunteers
- Create materials for Volunteer Recruitment, Volunteer Party Invitations and other materials as needed
- Order supplies as needed for volunteers (flashlights, etc.)
- Coordinate the cleaning of usher jackets as needed (twice/year)
- Maintain Usher Closet
- Attend weekly staff meetings as required
- Participate in monthly Volunteer Council (team leaders) meetings

Orientation & Training

- Schedule, prepare for and lead at least 4 volunteer orientations and training sessions with Volunteer Council
- Schedule one "Re-Training Session" per year for current volunteers who need to refresh their training
- Update Folly volunteer orientation materials, evacuation plans, etc.
- Serve as liaison between volunteers and staff

Scheduling

- Coordinate with Folly Staff on event needs for volunteers (ushers, concessions, office assistance)
- Schedule teams for events & concession workers
- Communicate regularly with volunteers and team leaders about needs, via email, phone calls, website, Facebook and monthly newsletter
- Update & create new Volunteer Calendar with volunteer needs for each performance

Events

- Attend all events as needed in order to work with volunteers, including special events (Picnic, Golf, Folly Frolic, Volunteer Recognition)

Volunteer Recognition

- Schedule and coordinate volunteer recognition event with committee
- Organize the process of nominating and awarding volunteer honors
- Acquire prizes for volunteers

Other

- Work with Volunteer Council (VP of events) on planning the annual Volunteer Council/Staff Holiday Party
- Maintain concession inventory and order product as needed for volunteer concession sales (cookies, coffee, water, sugar, creamer, cups, napkins, etc.)
- Develop Handbook for Concession Volunteers as per Health Dept regulations, etc.
- Assist with ticket sales, phones as needed
- Other tasks as required for position

Qualifications

The following are preferred education, competencies and experience:

- High energy, enthusiastic, positive and friendly demeanor required
- Must be extremely organized, detail-oriented and be able to manage multiple projects (and events)
- Ability to communicate with large groups
- Experience working in the arts and cultural community helpful, but not required
- Knowledge of Microsoft Word, Excel and Database Management

Education, Competencies and Experience

- A bachelor’s degree
- Experience managing volunteers (preferably in the arts)
- Budget management skills
- Five or more years management experience (preferably arts nonprofit management)
- Strong organizational skills and abilities
- Skills to collaborate with and motivate volunteers
- Strong oral and written communication skills

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give a general sense of the responsibilities and expectations of this position. This description is not meant to be an exhaustive list of job duties. The essential functions of this position may change as necessary.

Employee Name (please print)

Date

Employee Signature

About The Folly Theater: Established in 1900 as a burlesque and vaudeville house and refurbished in 1981 to its original beauty, The Folly Theater has offered an intimate performance venue both for Folly-produced performances and guest companies for more than 100 years. The vision of civic leaders Joan Kent Dillon and William Deramus, III, the renovation of The Folly in the early 1980s led a renaissance of historic renovation and focus on the arts in Kansas City that continues to this day.