

Volunteer Coordinator Position Description

AFCI is currently seeking a Volunteer Coordinator to help facilitate and manage volunteer efforts for the upcoming In the MKNG festival to be held September 29-30, 2018 at Bethel Woods Center for the Arts in Bethel, NY. This position is voluntary and will receive no financial compensation. However, the position will be afforded some perks as listed below.

The primary responsibility of this position is to help develop a volunteer program that incorporates Street Team marketing efforts in the months leading up to the event and operational assistance onsite.

Responsibilities include, but are not limited to:

- Assist in developing the volunteer program with AFCI staff including a reward system to recognize outstanding volunteers that meet, or exceed, goals set for them
- Assist in recruiting volunteers
- Manage the volunteer group both pre-event and onsite
 - Develop a Street Team for ground level marketing
 - Delegate assignments
 - Ensure all assignments are executed to the full expectation
 - Manage performance levels and outcomes
 - Recognize/award outstanding volunteers
- Work with AFCI staff to identify key events, geographical areas and retail spaces, that the volunteer Street Team should make contact with/participate in
- Work with AFCI staff to identify all areas onsite that need volunteer staffing and assign volunteers accordingly
- Check in at least one time per week with designated AFCI staff liaison; if possible, meet with AFCI staff in the NJ office at least once per month leading up to the Festival

Requirements:

- Must be geographically located in the Northeast and familiar with surrounding areas of Bethel, NY
- Prior experience developing and/or managing a volunteer program or similar
- Interest in the crafting/creative community

Benefits:

All volunteers will receive a special volunteer package including: two complimentary tickets to the Festival, volunteer t-shirt, special gift bag from our participating vendors/sponsors and other goodies tbd.

As the Volunteer Coordinator you will receive:

- Volunteer package (as listed above)
- Access to the VIP lounge onsite
- Meet & Greet with headlining artist (tba)
- Complimentary hotel room Friday & Saturday night of the Festival
- Reimbursement of mileage to/from the Festival grounds
- 10 complimentary tickets for family & friends

Please contact Andria Gibbon at agibbon@afci.global if you are interested in this position.