

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 coordinate approximately 50-60 volunteer positions throughout the weekend of the festival.

Responsibilities include, but are not limited to:

- Manage the volunteer group onsite
 - 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 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:

- Preference would be someone located within the Northeast region
- Able to commit to being onsite throughout the duration of the festival weekend
- 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 2-day passes to the Festival, complimentary festival t-shirt, special gift bag from our participating vendors/sponsors.

As the Volunteer Coordinator you will receive:

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

Please indicate that you are interested in the Coordinator position when filling out your volunteer request form and someone from our staff will reach out to you.