



**Volunteer Coordinator Job Description
Monterey County Fair "At the Heart of it All"
August 28 – September 2, 2013**

The Volunteer Coordinator is responsible for the planning, recruiting, selection, training and recognition of volunteers for the 2013 Monterey County Fair. The annual Fair will run August 28 through September 2013. Volunteers will be needed to assist with fair setup, during and clean up, August 12 – September 7.

Responsible To

The Volunteer Coordinator is directly responsible to the Exhibit Representative and the Fair Manager/CEO.

Responsibilities and Duties

The Volunteer Coordinator should:

- Assess the volunteer needs for the annual Fair; setup, during and cleanup;
- Recruit and appoint volunteers to roles that suit them;
- Organise the orientation and the induction of volunteers including volunteer handbook;
- Organise volunteer rosters and maintain records;
- Identify and organise the training and education opportunities for volunteers;
- Ensure all volunteers are recognised for their efforts;
- Submit regular reports to the Exhibit Representative;
- Manage Volunteer Check-In and Out procedures during fair.

Knowledge and Skills Required

Ideally a Volunteer Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills;
- Is positive and enthusiastic;
- Is well organised;
- Capable of working on one's own;
- Supervise and empower volunteers to be effective in their roles—experience with volunteers preferred;
- Work cooperatively with different types of personalities;
- Be proficient in Microsoft Word and Excel computer programs;
- Resolve minor problems/issues in a timely fashion.

Time Commitment Required & Compensation

Volunteer Coordinator will be needed June 1 through September 30 with the majority of time commitment being August 5 through September 2. Volunteer Coordinator may work from home and will also have access to computer, equipment, supplies and phones at the Fair office during regular business hours.

Volunteer Coordinator will be contracted and receive a flat fee for compensation.

Interested parties may contact Lauren Heath at (831) 372-5863 x303 or e-mail Lauren@montereycountyfair.com for further information.