

**Role Title:** Volunteer Manager**Role Description****Overview:**

The Volunteer Manager plays a crucial role in recruiting, organising, and coordinating volunteers to support the successful execution of our annual local festival/fete. This role ensures that volunteers are engaged, motivated, and contribute effectively to the festival's activities.

**Responsibilities:**

- **Volunteer Recruitment:** Develop and implement a volunteer recruitment strategy to attract a diverse and dedicated team of volunteers. Collaborate with other committee members to utilise online platforms, social media, and community outreach to attract volunteers.
- **Training and Orientation:** Organise training sessions and orientation programs for volunteers to ensure they understand their roles, responsibilities, and the festival's mission.
- **Scheduling:** Create volunteer schedules that align with festival needs, including set-up, event operations, and tear-down. Ensure adequate volunteer coverage during all festival activities.
- **Communication:** Maintain open and clear communication channels with volunteers, providing regular updates, instructions, and support throughout the festival planning and execution phases.
- **Volunteer Engagement:** Foster a positive and inclusive volunteer environment by recognising and appreciating volunteers' contributions, addressing concerns promptly, and creating opportunities for volunteers to connect with one another.
- **Task Assignment:** Match volunteers with appropriate roles based on their skills, interests, and availability. Ensure volunteers are placed in roles where they can make the most impact.
- **Logistics:** Coordinate logistics for volunteer check-in, distribution of materials, and any necessary resources or equipment.
- **Supervision:** Supervise and support volunteers during their shifts, providing guidance, troubleshooting, and ensuring adherence to safety and festival guidelines.

**About you:**

- Strong organisational and leadership skills.
- Excellent communication and interpersonal abilities.
- Experience in volunteer management or event coordination is highly desirable.
- Ability to motivate and engage volunteers effectively.
- Attention to detail and ability to multitask.
- Commitment to creating a positive volunteer experience.

**Time Commitment:**

This role typically requires one to two days a month spread over the year, time commitment will increase in the lead-up to the festival in June and at our main recruiting period in January.

**How to Apply:**

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWBu6>



General committee roles are usually assigned at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.

We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)