



VOLUNTEER MANAGER

Company: TOIT Events Inc. (Vancouver, BC – CANADA)
Location: Vancouver, British Columbia
Job Title: Volunteer Manager
Term: March– November 2012
Role: Full-time seasonal contract position
Application deadline: 5:00pm PDT – Monday February 6, 2012

COMPANY PROFILE – TOIT Events Inc.

Founded in 2007, TOIT Events Inc. is an event management company committed to the development, planning and execution of world-class sport events. GranFondo Canada is a division of TOIT Events Inc.

<http://www.toitevents.com/>

JOB SUMMARY:

To play a lead role with the development, planning, and delivery of projects managed and hosted by TOIT Events Inc. More specifically, act as the event lead for the internal team and also for external stakeholders. This role will require vast experience in event planning and delivery. Proponents should be self-starters who are comfortable working independently when required but thrive in the team environment and have experience managing contractors, suppliers and volunteers. The successful applicant will be part of the core event team in Vancouver and be fully integrated into the planning and delivery of multiple events in 2012.

RESPONSIBILITIES: The Volunteer Manager will be involved in the following:

Event Planning and Development (20%):

- Participate in the process for the development and planning of new and existing events;
- Participate in the overall headcount / crew needs assessment and planning;
- Liaise with the internal team on the details for specific events.

Volunteer Recruitment (30%):

- Lead the process to assess, plan and track overall volunteers needs for events;
- Play the lead role in the recruitment of volunteers;
- Build and maintain relationships with organizations, groups, and individuals to grow the program;
- Liaise with and advise Local Event Coordinator(s) with their volunteer outreach efforts;
- Collaborate with team to ensure all event-related details are included in event planning documents.

Volunteer Training & Management (30%):

- Develop and implement the training and recognition program for volunteers;
- Work with the event team to ensure task descriptions, schedules and reporting structures are developed and implemented;
- Lead the management of the on-line volunteer management system(s);
- Create an environment that recognizes and respects the role and importance of volunteers;

Event Operations (15%):

- Participate and assist with development and implementation plans as required;
- Work in concert with other team members to successfully deliver outstanding events;

Other (5%):

- Actively participate in team meetings as required;
- Liaise and collaborate with other areas of the company, as well as external partners, as required;

SKILLS / CORE COMPETENCIES:

Experience / Background:

- Previous experience successfully managing volunteer programs over multiple events,
- Skills and experience in the development and delivery of large events,
- Project leadership / management skills and experience,
- Clear understanding of operational requirements for events,
- Experience establishing and building working relationships with local/regional representatives,
- Previous experience working on projects in a dynamic office environment,
- Previous experience working/participating in athletic events is beneficial,
- Demonstrated interest in sport management and/or events preferred.

Specific Skills:

- Excellent interpersonal & communication skills (written and verbal),
- Proficiency with PC software - Microsoft Office products,
- Experience and comfort with managing complex schedules using on-line tools.

General Skills:

- Creative problem solving ability,
- A “can do / get it done” attitude,
- A true team player who helps build and nurture a team approach,
- Ability to operate under pressure, multi-task and meet tight deadlines,
- Knowledge of cycling / running will be considered an asset.

Tools provided to do this work are:

- Access to computer, shared printer, landline phone, office space,
- Staff (part-time, full-time, volunteers or contracted as required),
- Expenses to be reimbursed (as per the company policies).

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to

opportunities@toitevents.com and include the following in the subject line: “2012-VolunteerMgr: name (last, first)”. Please note the following for filename(s) of all attachments you are sending with your application: “LastName_First_VolunteerMgr_Letter_YYYYMMDD.xxx” or “LastName_First_VolunteerMgr_CV_YYYYMMDD.xxx”. We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted.

TOIT Events Inc. - Human Resources Approach

TOIT Events Inc. is a private Canadian event management company that creates unique experiences for the sport and active living community. TOIT’s culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their shirtsleeves and get their hands dirty when it comes to preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.