



Volunteer Coordinator

Description: The Madison Scouts Drum and Bugle Corps is seeking one Volunteer Coordinator to assist with the following duties during their 2022 summer season from June 3-August 13.

Duties:

- Ensure all volunteer positions for kitchen and sewing crew are scheduled for the duration of the summer season.
- Ensure satellite volunteers are incorporated whenever possible. They can provide relief for touring volunteers, run errands, or complete other tasks as needed.
- Manage all staff, member, and volunteer shuttling.
- Collect volunteer information, availability, and maintain a comprehensive volunteer database.
- Ensure all required volunteer documents have been completed prior to arrival.
- Communicate expectations and duties as well as answer any questions as they arise.
- Ensure all volunteers are promptly on-boarded upon arrival.
- Ensure all volunteers are properly off-boarded prior to departure.
- Update and maintain all volunteer documents and procedures.
- Communicate with staff and volunteers on a daily basis.
- Collaborate with Assistant Corps Director(s) to ensure excellent volunteer experience and resolve any conflicts.
- Assist with other duties as assigned by the Assistant Corps Director(s).

Qualifications:

- All candidates must be at least 21 years of age, have a valid driver's license, pass a criminal background check, have received full COVID-19 vaccination, and be available from June 3, 2022 to August 13, 2022. It is critical that candidates have access to a reliable laptop and cell phone with a data plan.



- Excellent communication and interpersonal skills as well as organization and team building skills are a plus.
- Experience touring as an administrator with a Drum and Bugle Corps is preferred.
- Experience in volunteering and recruitment is preferred.
- A working knowledge of Google Docs is preferred.

Additional Information:

The Volunteer Coordinator will be in a live-in position with the drum corps. Once competition begins, the contractor will travel with the drum corps via bus to all performances.

All participants, staff, and volunteers will be required to be fully vaccinated against COVID-19 prior to arrival.

Forward Performing Arts, Inc. (501(c)3) and the Madison Scouts are an Equal Opportunity Employer.

Compensation:

- Negotiable-based on experience and availability
- Housing, on-tour transportation, and food costs are covered by the drum corps

Contact:

Direct all questions and/or inquiries to David Lofy, Corps Director at director@madisonscouts.org. Interested applicants should submit their application via the apply button at the bottom of the madisonscouts.org employment webpage.