



Eden Mills Writers' Festival

Volunteer Coordinator

Organization: Eden Mills Writers' Festival (EMWF)

Location: Hybrid (Remote prep + On-site Sept 6–8)

Compensation: \$2,000 (flat fee for contract period)

Hours:

- 20 hours in July (recruitment planning)
- 40 hours in August (training/prep)
- 40 hours in September (Must be available full days Sept 5–8)

About the Role:

Lead the heartbeat of the festival—our volunteers! You'll recruit, train, and manage 120+ volunteers to ensure smooth operations during festival weekend. Perfect for a people-oriented organizer who thrives on teamwork and problem-solving.

Key Responsibilities:

- Recruit, schedule, and train volunteers (online/in-person sessions).
- Communicate roles, updates, and day-of instructions clearly.
- Manage the registration tent (wristbands, walkie-talkies, waivers).
- Liaise with parking/security teams and resolve volunteer issues.
- Serve as the go-to point of contact for volunteers during the festival.

Requirements:

- Experience managing teams (volunteers, staff, or events).
- Calm under pressure; adaptable to last-minute changes.
- Strong communication and organizational skills.
- Availability for full-time hours during festival week (Sept 5–8).

Ideal Candidate:

- Organized, adaptable, and calm under pressure.
- Strong leadership skills for volunteer coordination.
- Background in event operations, publishing, or outdoor festivals (a plus).

How to Apply:

Submit a resume and brief cover letter (or email) explaining your interest to Jasper Smith at [\[executivedirector@emwf.ca\]](mailto:executivedirector@emwf.ca) by June 1st, 2025. Early applications encouraged!

Why Join EMWF?

- Gain hands-on experience in arts administration and literary event marketing.
- Network with authors, publishers, and cultural leaders.
- Contribute to a community-driven festival with national recognition.

Application Deadline: June 1st, 2025

Anticipated Start Date: July 1st, 2025