

**Southeast Alaska State Fair, Inc**  
**Volunteer Coordinator**  
**Job Description**

Title: Southeast Alaska State Fair Volunteer Coordinator

Reports to: Executive Director

Pay Rate: DOE

Terms:

- Seasonal permanent position, April 1- August 30
- 20 hours weekly, scheduled but flexible.
- Additional hours required during event weeks: April 25-30; May 23-29; June 13-19; and the weeks July 18-August 2
- Must be able to work some evenings and weekends.

Southeast Alaska State Fair's Mission Statement:

*Southeast Alaska State Fair, Inc., enriches community by hosting celebrations of heritage, creativity, and social exchange.*

**Function:**

The Volunteer Coordinator works with the Executive Director and other Fair staff to organize, coordinate and manage the volunteer program. Areas of responsibility include (but are not limited to) recruiting volunteers for all SEAK Fair events, managing volunteer schedule, oversight of volunteers, assisting with volunteer recognition, and running the Front Gate during the Fair. The volunteer coordinator works closely with Fair staff and the public in a positive and efficient manner. Excellent oral and written communications skills are a must.

Duties and Responsibilities: The following is not meant to be a comprehensive or all-inclusive

1. Volunteer Coordination
  - a. Organize volunteer recruitment
  - b. Coordinate volunteers at events
  - c. Oversee volunteer recognition
  - d. Manages volunteer schedules
  - e. Communicates with volunteers
2. Event and Rental Management
  - a. Contributes to event planning
  - b. Helps generate weekly and daily to-do lists and meets timelines
  - c. Volunteer coordination and management
  - d. Solicit and manage volunteers
  - e. Assist Front gate point-of-sale: admission/ticketing; gate protocols
3. Administrative and office duties

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- a. Attend staff meetings
- b. Contribute to event to-do lists and agendas
- c. Field phone, fax and email as needed

**Hard Skills**

Excellent oral and written communication skills  
Ability to work with a diverse cross-section of the public  
Positive, professional demeanor  
Creative problem solver  
Proven ability to follow through tasks to successful completion; outcome oriented  
Experience motivating and managing volunteers  
Proven accuracy and attention to detail

**Soft skills**

Self-motivated  
Collaborative, yet able to work independently  
Positive  
Professional  
Energetic  
Able to thrive in a chaotic environment

**Other:**

Alaska TAMS card (may be acquired on the job)  
Ability to regularly and safely lift up to 50 pounds  
Willingness and ability to work weekends and evenings as required  
Valid Alaska driver's license  
Excellent job references