



JOB DESCRIPTION

ArtSea Volunteer Coordinator
ArtSea Community Arts Council
9656 Fifth Street, Sidney BC
250.656.7400
volunteer@artsea.ca

ArtSea is fuelled by the energy of our dedicated volunteers. Our volunteers get the chance to work with the arts professionals making the shows happen, greeting visitors at the ArtSea Gallery in Tulista Park and being part of the behind-the-scenes organization and planning of our Society.

ArtSea volunteers gain valuable experience in a wide variety of areas, building their resumes and increasing their references that will open doors to work opportunities down the road. Volunteers meet other volunteers and professionals who – like themselves – love visual art, music, dance or literature.

Volunteer Position: ArtSea Volunteer Coordinator
Term: One year preferred
Reporting to: Lorre Janes, Board of Director – Volunteers
With support of Office & Gallery Coordinator – Brenda Milne

Summary of Role:

The Volunteer Coordinator provides coordination support to the Board of Director who spearheads the volunteer strategy for ArtSea.

Key Activities:

- Processes volunteer application forms in Sumac and provides regular reports.
- Documents volunteer needs and creates job descriptions. Posts the descriptions on artsea.ca.
- Maps out volunteer assignments and crafts schedules.
- Communicates with volunteers their assigned tasks and sends reminder emails/telephone calls.
- Advertises on Volunteer Victoria for volunteers and screens candidates.
- Administers the volunteer recognition program.
- Administrative tasks may also be assigned – filing, stuffing envelopes, etc.

Attributes and Skills Needed for This Role:

- Dependable and organized.
- Enjoys meeting the public and engaging with volunteers – personable and supportive.
- Able to work independently, problem solve.
- Computer skills an asset.

ArtSea Community Arts Council invites you to get involved in some of the exciting arts and cultural events happening on the Saanich Peninsula.

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VOLUNTEER GUIDELINES AND CODE OF CONDUCT

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Volunteer Guidelines

- ArtSea is a volunteer-run organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. Activities are open to the entire community, welcoming artists at all levels, from emerging to professional artists, arts and culture groups, students and community members curious about the arts.
- The Board of the ArtSea Community Arts Council recognizes the valuable role volunteers have had in its history and will play in its future. The Board ensures that there are fair, consistent and equitable procedures pertaining to volunteer practices and performance.
- Volunteers are individuals who, without expectation of payment, contribute time and service to the ArtSea Community Arts Council in the belief that their activity will be both beneficial to the community and satisfying to themselves. They are considered to be team members working alongside paid staff and other volunteers in fulfillment of ArtSea's mission.
- It is essential to the proper operation of this relationship that ArtSea and each volunteer understands and respects the needs and abilities of the other.

Code of Conduct

- ArtSea provides equal opportunities to all people in accordance with the BC Human Right Code www.bchrt.bc.ca. The best candidate for the volunteer opportunity will be selected - based on their skills and experiences and will be matched with the needs of the organization for the mutual benefit of both the volunteer and ArtSea.
- All volunteers must complete and sign the Volunteer Application Form.
- In the collection, use or disclosure of personal information, the ArtSea Community Arts Council follows the personal information and privacy rules set out in the *Personal Information Protection Act (PIPA)*. www.oipc.bc.ca
- To support and enrich a healthy workplace culture ArtSea will foster an open, respectful, positive and team-based work environment for all employees, volunteers and artists.
- All volunteers are expected to dress in a manner appropriate for their tasks and work environment.
- A volunteer is expected to meet high standards of professional and personal conduct in all activities related to their role and in all dealings with artists and the public. The conduct of a volunteer must not bring ArtSea into disrepute.
- ArtSea constantly strives to maintain a safe work environment and to protect employees, volunteers and visitors from accidents at events and at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported in writing directly to the Board of Directors.
- ArtSea wants all of its volunteers to be successful in their roles and is committed to providing constructive support to ensure their success. In the event that a volunteer does not adhere to the policies and procedures of ArtSea, or fails to perform their volunteer assignment, the relationship between ArtSea and the volunteer will end.

**PLEASE ENSURE A PAPER COPY OF THESE VOLUNTEER GUIDELINES ARE GIVEN TO ALL INDIVIDUALS
COMPLETING A VOLUNTEER APPLICATION FORM.**