



AlkiArtFair.org // 6523 California Ave SW, #280, Seattle, WA 98136 // 206-428-1961

## Alki Art Fair Volunteer Position: Volunteer Coordinator

### West Seattle, WA

The Alki Art Fair is a beach-side festival that brings people of all ages, cultures and backgrounds together to celebrate local arts and music. Our goal is to promote art education and appreciation by creating opportunities for community involvement and cultural diversity through the arts. The Fair features more than 75 local artist and craft vendors, live music, interactive kid's activities, food, a beer garden and the ever-popular silent auction held in the historic Alki Bathhouse. This year's Fair will be held July 27-28.

We're a tribe of folks who share a passion for art, craftspeople and our community. If you share these same passions, we'd love your help – It's a great way to get involved and flex your creative chops while lending your leadership, communication and organizational skills to the fair and the greater community.

We seek a Volunteer Coordinator to work with the Fair Director and the Board of Directors to facilitate the recruitment and coordination of the Fair's volunteers. This is an unpaid volunteer position. The ideal candidate resides in the greater Seattle area, can be in West Seattle for meetings (once a month) and Fair days, and would want to serve for more than one Fair year.

**Previous experience working with, or organizing volunteers is preferred and greatly appreciated.**

#### **Responsibilities:**

- Maintain a database of past and present volunteers.
- Work with the Fair Director & Board of Directors to identify volunteer needs and develop volunteer duty descriptions.
- Perform outreach to volunteer and community organizations to develop a network of active volunteers.
- Develop and fulfill the volunteer schedule.
- Schedule and perform any volunteer training as required.
- Serve as the primary point of contact for all volunteers.
- Be on site the night prior to and both days of the Fair to oversee and manage the volunteers.
- Coordinate and manage the volunteer break room refreshments during the Fair weekend.
- Organize the annual Volunteer Thank you Party.
- Manage the volunteer email account.
- Attend meetings in person or by phone as needed.

#### **How to Apply:**

Please send a resume & letter of interest to [info@alkiartfair.org](mailto:info@alkiartfair.org).

Applications will be accepted until the position is filled. Alki Art Fair is a 501(c) (3) non-profit organization. We welcome interested and qualified candidates from all walks of life and backgrounds.

