



2020 Vancouver International Children's Festival Key Volunteer (KV) Job Description & Letter Agreement

Thank you for your commitment as a Key Volunteer (KV) to the Vancouver International Children's Festival. This position is an excellent opportunity for secondary students to gain experience in an arts organization and complete required work hours for career prep programs. The following is a list of guidelines and expectations of the position:

- Punctually attend five or six monthly KV meetings at the Children's Festival office on Granville Island (first Saturday morning of the month from Dec 2019 - June 2020)
- Stay in touch with Festival staff (i.e. phone, e-mail), to update on progress at school
- Actively advertise and recruit fellow students to volunteer at the Children's Festival (May 27- June 2, 2020) through announcements, posters, etc.
- Liaise with career prep/contact teacher to update progress and explore new ideas for recruiting volunteers
- Assist volunteers to apply online
- Set up meetings and interview fellow students at school to find appropriate volunteer position at the Festival (i.e. host, parking, face painting, origami, etc.)
- Input interview notes online (ie. personality traits, interests and experience of each candidate you interviewed)
- attend the Festival: 2 days as a Volunteer or 3 days as a Host or apply for a Captain position if your schedule allows it (5-day minimum commitment)
- Keep track of hours spent advertising positions, recruiting volunteers and attending monthly KV meetings (it is your responsibility to submit a Google sheet to get your KV hours credited)

I agree to the above guidelines for the KV position at the 2020 Vancouver International Children's Festival and will do my best to fulfill the expectations required.

Date: _____

Name (please print): _____

Email: _____

Phone number: _____

School and Grade: _____

Signature: _____

Thank you!