



5675 Spring Garden Road, Suite B6
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 hal-con.com

ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Volunteer Coordinator
Reports to:	Volunteer Manager, Volunteer Director
General description of role:	Create, update and maintain the volunteer training materials. Complete important communication with the volunteers, and maintain and update documents leading up to the convention. Provide supervision and guidance to volunteers during the convention.
Responsibilities	<p>Before the convention:</p> <ul style="list-style-type: none"> • Assist with volunteer recruitment process • Participate in community events for in-person recruitment • Provide email updates to volunteers in regards to training and scheduling • Respond to email enquiries in a timely manner as required • Assist with creation and presentation of volunteer training • Attend monthly meetings, and quarterly leads and mega meetings <p>During the convention:</p> <ul style="list-style-type: none"> • Assist with volunteer venue tours, distribute badges and t-shirts • Ensure flow of volunteer schedule • Maintain check in and check out document • Mobilize volunteers to assist as needed • Assist in other duties as assigned by either the Volunteer Manager, Volunteer Director, or Hal-Con Board • Provide support for escalation situations as needed • Provide feedback for volunteers <p>After event</p> <ul style="list-style-type: none"> • Participate in team debrief
Skills required:	Organizational skills, presentation skills, public speaking, conflict resolution, communication skills.
Description last updated:	January 13, 2025

Please email volunteer@hal-con.com with a brief explanation of your relevant skills for the role, and any information that you feel makes you a good fit for the role. No more than 750 words. The deadline to apply is **Feb. 20, 2025**.

