

Volunteer Coordinator
(22 week Contract)

Thunder Bay will be hosting the 2010 World Junior Baseball Championships (July 23 to August 1) and the Thunder Bay International Baseball Association (TBIBA) is seeking a Volunteer Coordinator to develop and implement a successful program for volunteers, tournament participants and spectators.

Working with the Tournament Coordinator and reporting to the Director of Volunteers, this position will be responsible for all aspects of the volunteer program. This includes recruitment, creating and maintaining a volunteer database, developing volunteer job descriptions, training, scheduling, volunteer recognition and evaluating the volunteer component of this event in terms of successes and areas for improvement.

Qualifications: The ideal candidate will possess the following skills and knowledge:

- Experience in the field of volunteer management and relevant academic or professional accreditation
- A demonstrated ability to work effectively with people
- Excellent verbal and written communication skills
- Demonstrated planning and organizational skills
- Effective leadership and team-building skills
- Personal volunteer experience
- Proficiency in Microsoft Office/Website
- Demonstrated ability to work independently with minimum supervision.
- Valid drivers license/use of own vehicle.
- Some knowledge of baseball

Hours of Work: This is a full time, 22 week contract, 30 hours per week that will commence in March 2010 and extend 3-5 days after the event for decommissioning. It is anticipated that actual hours of work may increase leading up to and during the event.

Rate of Pay: \$14 to \$18 per hour depending on experience

Applications may be mailed to:

Director of Volunteers
Thunder Bay International Baseball Association
PO Box 21094
Thunder Bay, ON
P7A 8A9

or e-mailed to : info@tbibaseball.ca

Deadline for applications is: February 5, 2010