



Volunteer Coordinator

(Volunteer Department)

The Georgia Festival of Trees is looking for an enthusiastic and people-oriented Volunteer Coordinators to join our team!

This individual will be pivotal in engaging and managing our network of dedicated volunteers who play a crucial role in the success of our annual festival.

Key Responsibilities:

- **Main Contact Point:** Act as the primary point of contact for prospective volunteers, providing them with a warm welcome and all the necessary information needed to volunteer with the Georgia Festival of Trees – during Festival week & in the months leading up the Festival.
- **Scheduling Support:** Encourage and coordinate the scheduling of volunteer shifts, ensuring a smooth and organized sign up process.
- **Training Support:** Disseminate training materials and other pertinent information to volunteers.
- **Foster Community:** Liaise with individuals and groups to organize volunteer activities and foster a sense of community.
- **Build Relationships:** Forge and nurture strong relationships with volunteers, creating a welcoming environment that encourages their continued support.
- **Acknowledge Volunteer Participation:** Implement a strategy to acknowledge and appreciate volunteers' efforts, aiming to secure their participation for future events.

Qualifications & Skills:

- **Friendly:** A genuine passion for working with people and building relationships.
- **Tech-Savvy:** Comfortable with navigating Microsoft Office products (particularly Word), Google Docs, and willing to quickly learn other simple platform-based tasks.
- **Communication:** Exhibits a friendly and professional demeanor both over the phone and in written correspondence.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet the collective goals of the festival.
- **Availability:** Availability and flexibility from August 1st to December 15th for volunteer engagement.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

Application Process:

Interested candidates are encouraged to reach out to us at volunteers@gafestivaloftrees.org to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



Festival Schedule:

WEDNESDAY, NOV 20 - FRIDAY, NOV 22:

- SET-UP/DECORATING DAYS

FRIDAY, NOV 22:

- FIRST NIGHT CELEBRATION GALA

SATURDAY, NOV 23 - SUNDAY, DEC 1:

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

