

Long Island Fair Volunteer Coordinator

Overview

The Coordinator will oversee all aspects of the Volunteer program for the Long Island Fair, an annual agricultural fair held at Old Bethpage Village Restoration. Cosponsored by the Agricultural Society of Queens, Nassau & Suffolk Counties Inc, the Long Island Fair is one of New York States oldest fairs. This is a temporary contract position which runs thru September 30, 2022. The Fair will be held on September 16, 17 and 18. Submit resume to: www.lifair.org

Duties

- Recruit volunteers using existing volunteer database, mailing, press releases, blast emails and social media.
- Screen prospects to determine suitable assignments.
- Organize and maintain records and documents as required, including applications, schedules, assignments, time sheets, information packets, letters of thanks, and verification of service hours where needed.
- Organize and run pre-fair volunteer orientation meeting.
- Set up and operate Staff Office during Fair operational days overseeing sign in and out, hospitality, assignments, and general staff management.

Requirements

- Previous experience as a Volunteer Coordinator or managing volunteers in a not for profit setting
- Ability to enthusiastically work with people from a wide range of age groups and diverse backgrounds.
- Organized and detailed orientated with good problem solving skills.
- Proficient in Microsoft Office applications.