



The Mill Race Folk Society



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Information Booth Coordinator

Reports to: Mill Race Society Chairman/Artistic Director	Prepared by: Emma Galloway
Department: Information	Approved by: Brad McEwen

Position Overview:

Responsible for set-up and management of the festival information booths and to train and oversee information booth volunteers.

Essential Job Functions (Duties & Responsibilities):

Skills:

- Good MS Application computer skills (Word, Excel)
- Be able to use Walkie Talkie to communicate with fellow coordinators or other volunteers
- Excellent communication skills
- Repetitive motions (walking, bending, lifting)

Qualifications:

Customer service or leadership role

Previous experience at an Information Centre or prior festival experience an asset.

Personality: Customer service oriented, Outgoing, organized, reliable, timely, friendly and welcoming demeanor. Able to get along with many other people including fellow coordinators and volunteers

Time Commitment:

- Monthly Meetings; 1st Wednesday of each month - 2-10 hours per month. Attendance throughout the year not necessary unless the Coordinator is also a Board member. Attendance at June and July meetings are essential.
- Mill Race Festival: Friday evening, Saturday and Sunday of Civic Holiday weekend