



Community and Volunteer Coordinator

The West End Cultural Centre (WECC) is the best place in Canada to play and experience music. For more than 37 years we have been presenting artists at all stages of their career and supporting artistic development through education, collaboration and community programming.

Position Summary

As a member of the artistic programming team, the Community & Volunteer Coordinator has three main responsibilities:

1. Volunteers: Recruitment, training, evaluation and scheduling of our show volunteers and house managers. In this position you will work in cooperation with other venue staff to ensure all artists, patrons and participants have a positive experience.
2. Community programming: Planning and overseeing the Tune In Program (music lesson drop in for youth), community concerts, and initiating and coordinating events with other community groups.
3. Events: Planning, scheduling, budgeting, and executing 2 large community events: The Ellice Street Festival (A one-day festival of music and fun), and the annual holiday dinner for the community, serving up to 150 of our neighbours.

Reports to: Artistic Director

Hours: Full time salaried position, Monday-Friday 10:00am-5:00pm. The successful candidate will be expected to work evenings, weekends and overtime when required.

Other Responsibilities

Ensure public and green room areas are clean and presentable for rental use (R)

Other duties as required

Lifting 20 lbs

Experience

- Minimum one year of experience in a supervisory role
- Minimum one year of experience in planning, developing, coordinating, and delivering children's programs
- Experience in customer service
- Experience in a non-traditional educational setting
- Experience working with communities with diverse needs

Skills Required

- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional educational environment
- Creative approaches to problem solving
- Ability to work independently and in a team environment with staff and volunteers
- Public speaking skills

- Strong oral and written communication skills
- Leadership skills
- Well-developed organizational and administrative skills and strategies
- Cultural awareness and sensitivity to working with staff, volunteers and other stakeholders with a wide variety of needs

Skills Desired

- An understanding of the complex challenges faced by members of the West End community
- An ability to network, make new connections and build on already established relationships
- First aid and CPR
- Non-violent intervention training
- Food Handler's Certification

This is an exciting opportunity for someone at the start of their career whose strengths include creativity, teamwork, communication and interpersonal skills. Candidates should have a strong knowledge of music in a variety of genres. Marketing and communications experience and experience in production or event management is an asset.

To Apply

Forward resume and cover letter outlining suitability for this position to Jason Hooper, Executive Director, at thewestendculturalcentre@gmail.com

Applicants must demonstrate acceptable results on a Police Information/Vulnerable Sector Check and a Child Abuse Registry Check. Checks must be received in advance of start date.

Deadline

Friday, July 18, 2025 at 5:00PM

As we are located on Treaty 1 land, the traditional territory of the Anishinebek, Inimiwak, and the homeland of the Metis Nation we are committed to reconciliation and employment equity. We encourage IBPOC individuals, Two-Spirit people, queer, trans and non-binary people, people living with HIV, people living with Hepatitis C, disabled people, 2SLGBTQQIA+ women, and other people with fabulous and diverse identities and experiences. The WECC acknowledges that not everyone is able to publicly disclose these identities, and we do not expect that employees will disclose this in the course of their work.

At the WECC, we recognize that some applicants have experienced barriers to traditional educational and employment opportunities. We consider various combinations of education, employment, volunteer, and lived experience and encourage applicants to highlight these experiences in their cover letter and resume.

We thank everyone for their interest, however only those selected for an interview will be contacted.