



COLORADO DRAGON BOAT

Job Announcement

Volunteer Manager

Wheat Ridge, CO

Colorado Dragon Boat

Colorado Dragon Boat is a 501(c)3 nonprofit organization that encompasses the Colorado Dragon Boat Festival, the Colorado Dragon Boat Film Festival, and the AAPI Emerging Leaders Program. The mission of Colorado Dragon Boat is to build bridges of awareness, knowledge, and understanding between the diverse AAPI communities and the general public through cultural education, leadership development, and athletic competition.

For more information about Colorado Dragon Boat, visit www.cdbf.org.

Position Summary

The Volunteer Manager is an enthusiastic and resourceful self-starter who has an entrepreneurial mindset and a passion for festival event planning. This key role will provide year-round support and report to the Executive Director and Board of Directors. Also includes seasonal support to the volunteer festival operations committee and contracted staff. Responsibilities include high-level volunteer management/oversight, managing sales, fulfillment, and designing and producing marketing/collateral materials, growing a vibrant year-round volunteer program, managing festival concessions, providing communications and marketing/public relations support, festival/special event coordination, and performing general administrative duties.

Reports to: Executive Director

Direct Reports: All volunteers & some interns

Position Status: Full Time

Location: In person with option of some remote work

Key Responsibilities

- Manage, recruit, and cultivate an operations team of volunteers for a successful Colorado Dragon Boat Festival, Colorado Dragon Boat Film Festival, and AAPI Emerging Leaders Program (year-round)
- Lead monthly committee meetings for the Colorado Dragon Boat Festival, Colorado Dragon Boat Film Festival, and the AAPI Emerging Leaders Program.
- Manage and delegate the different sections of the Colorado Dragon Boat Festival which include (but not limited to): public safety, stage and performer management, event volunteer management, transportation, nonprofit partner vending program.
- Colorado Dragon Boat Festival Support: management of applications & permits, communication to entertainment partners, management of onsite sales (POS), design and develop communication and collateral pieces for promotion, and administration tasks.
- Website Support: update website for all of Colorado Dragon Boat events.
- Provide administrative support to the Executive Director, Board of Directors, and contractors.
- Manage day-to-day office duties including responding to inquiries; process mailings and general office correspondence; process accounts payables/receivables; monthly meeting support; organize and maintain festival materials, files and archives.

We are a fast-paced organization that requires someone who is able and willing to multi-task. The responsibilities listed above are representative only, and do not restrict the tasks that may be assigned.

Qualifications

- Experience in leading and managing a team of volunteers.
- High degree of flexibility and adaptability in a fast-paced work environment with the ability to prioritize, multi-task, and work with little supervision.
- Proficiency in Constant Contact, Microsoft Office Suite, and MS PowerPoint. *QuickBooks experience a plus.*
- Technologically savvy with the ability to troubleshoot technical issues, learn new software and seek out new technologies to streamline processes. *Squarespace experience is a plus.*
- A passion for the festival's mission and values and keen awareness of AAPI culture with the propensity to continue learning about each community.
- Innovative and creative visionary with the ability to think outside the box, come up with more productive ways of streamlining processes who can take ideas to execution. *Project management skills.*
- Proven written, oral, interpersonal communication and presentation skills. Attention to detail and deadlines; well organized and highly dependable.
- Participate in other activities as assigned.

Salary Range: \$42,000 - \$47,000

Hours: Full-time salaried staff position located at the CDBF office with evenings and weekend hours depending on festival production cycle, meetings and events scheduled.

Please email cover letter, resume, salary requirements, and references to:

Sara Moore, Executive Director

E-mail: sara@cdbf.org

For more information about the Colorado Dragon Boat Festival, please visit:
www.cdbf.org