



## Active Listener/Volunteer Coordinator

### Job Description

**Position:** This position reports to the Arts Administrator (AA). The scope of work will be set by the AA, but will not exceed the duties as outlined below. This is a part-time, contract position paying at \$800 a month with a full-time equivalent of 0.25.

**Summary:** This position is responsible for working with the Artistic Director, the Arts Administrator and the program coordinators to maintain an active and vibrant community of Active Listeners and other volunteers, provide training as needed for the various types of volunteers, and to schedule volunteer and active listener presence at program and community events as directed.

#### **Duties:**

- Maintains a current list of volunteers and active listeners
- Maintains an up-to-date list of external resources for added support
- Continuously seeks out new volunteers and active listeners
- Keeps up with the scheduling needs of VPH programs and events
- Schedules volunteers and active listeners into programs and events
- Keeps up with necessary re-scheduling
- Works with the Arts Administrator to book professional development and events training for the volunteers and Active Listeners
- Acts as Police Liaison
- Documents and reports events summary or incident log in a timely manner
- Refers incidents to conflict resolution processes or external resources
- Books Active Listener teams for events outside VPH, collaborates with Financial Coordinator for invoicing

#### **Competencies:**

- Capable of scheduling multiple types of volunteers based on skills communicated or demonstrated
- Documents and reports incidents and any actions taken
- Conflict resolution and management skills
- Non-violent communication and intervention training preferred
- Must pass a vulnerable sector background check
- First Aid and naloxone administration certification preferred
- Awareness of event security and command protocol frameworks



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- Approaches the role with anti-oppressive and harm reductive toolkit to inform decision-making and program management
- Willingness to learn innovative harm reduction practices
- Rapid response organizing skills in case of a scheduling conflict, no-shows, or safety issue needing to re-assign volunteers or AL immediately, including filling in shifts at the last-minute, and across multiple venues at a time
- Warm, friendly, cordial, collegial, hospitable personality/approach