



May 16, 2016

## **85th Leith Wheeler Stanley Park Open Head Volunteer Coordinator**

Taking place July 1-17, 2016, the Leith Wheeler Stanley Park Open is in its 85th year as the largest amateur tennis tournament in North America and one of the largest community events in Vancouver. The event is searching for a Head Volunteer Coordinator to help lead our great team of volunteers who make this event possible every year. Working alongside the Tournament Director, this position is responsible for recruiting, training and organizing the volunteer team, while maintaining the fun environment and sense of community created by this historical event at Stanley Park. This position begins leading up to the event and through the duration of the event.

The ideal candidate will have experience in a similar role, and should demonstrate the following:

- Pleasant and friendly attitude
- Ability to lead a large team
- Effective multi-tasker
- Efficient time-management
- Excellent communication skills

Typical duties include:

- Recruitment of volunteer team leading up to the event
- Scheduling of shifts
- Knowledge of all volunteers positions
- Daily work onsite during event
- Working closely with the Tournament Director and Operations Manager

Compensation is based on time commitment, level of experience and skill set.

If you are interested in this position, please send your cover letter and resume via email to:

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