



powell street festival society

パウエル祭協会

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Position Title: Volunteer Engagement Lead

Date Range: May 12 – August 15, 2025

Hourly Rate: \$20 - \$25/ Hour (commensurate with experience)

Hours: Full-time (35 Hours/Week)

POWELL STREET FESTIVAL SOCIETY

The Powell Street Festival Society's (PSFS) mission is to cultivate Japanese Canadian art and culture to connect communities. The main activity is producing the Powell Street Festival (PSF), an annual celebration of Japanese Canadian arts, music, and culture in Vancouver's historic Japanese Canadian neighbourhood, Paueru Gai in the Downtown Eastside (DTES). With the support of over 250 volunteers, this two-day free event is the largest of its kind in Canada and the longest running festival in Metro Vancouver. PSFS is a non-profit professional arts presenter that is progressive, diverse, contemporary, and compelling.

VOLUNTEER ENGAGEMENT LEAD

The Powell Street Festival Society (PSFS) is seeking a dedicated and proactive Volunteer Engagement Lead for the 49th Annual Powell Street Festival. This temporary position is full-time (35 hr/week) and will start on May 12 and end August 15, 2025. Reporting to the Festival Producer and working closely with PSFS staff and Core Volunteers ("Coordinators"), this role is responsible for overseeing volunteer recruitment, coordination, communications, and appreciation activities. This is a unique opportunity to gain meaningful experience in event production, volunteer engagement, and community-based cultural work within a collaborative, dynamic environment. Key Responsibilities include:

- **Recruitment and Onboarding**
 - Lead outreach to past and prospective volunteers through online platforms, local networks, and community groups.
 - Organize and deliver orientation sessions to prepare volunteers for their roles and responsibilities.
 - Support the creation of accessible and engaging volunteer materials.
- **Scheduling and Coordination**
 - Coordinate a comprehensive volunteer schedule for festival set-up, take-down, and the event weekend utilizing Microsoft Shifts.
 - Manage and update the volunteer database and application process.
 - Maintain ongoing communication with volunteers and respond to inquiries.
 - Serve as the main point of contact for all volunteers during the festival weekend.
- **Recognition and Appreciation**
 - Coordinate a volunteer appreciation event for August 5, 2025.
 - Support the solicitation of donations for volunteer appreciation.
 - Support a positive and inclusive volunteer experience for all participants.



- **Administrative & General Support**
 - Participate in the Cultural Worker Training Program (cross-cultural communication, stress management, cultural engagement).
 - Attend staff meetings to gain insight into event logistics and operations.
 - Assist with post-festival wrap-up, evaluation, and reporting.
 - Provide general office and team support as needed.
 - Carry out other duties as assigned by the Festival Producer or Executive Director to support the organization's mission and goals.

During a set period between July 19 and August 15, 2025, the Volunteer Engagement Lead and Executive Director will work out an averaging agreement. During this period, the Volunteer Engagement Lead will work 160 hours, averaging out to 4 weeks of full-time work (averaging 40 hours per week). Wages will be paid out based upon a 40-hour work week. Overtime will be paid if the Volunteer Engagement Lead works more than the specified hours in the agreed schedule. The Volunteer Engagement Lead is required to discuss with the Employer should they anticipate overtime will be required.

Please note that this position will also require some manual labour.

QUALIFICATIONS:

- Strong interpersonal and organizational skills.
- Ability to work independently and collaboratively in a team environment.
- Ability to work well under pressure and manage multiple tasks simultaneously.
- Must be comfortable with manual labor and physically demanding tasks when needed.
- Experience with volunteer coordination or non-profit organizations is an asset.
- Possess a valid driver license is an asset.
- Working knowledge of Japanese or other Asian languages is an asset.
- Familiarity with the Downtown Eastside community is an asset.
- Must have a flexible schedule and be able to work some evenings and weekends, including attending meetings as needed. Must be agreeable to an averaging agreement between July 19 and August 15, 2025

Join us in celebrating Japanese Canadian culture and heritage at one of Vancouver's most iconic events!
Apply today to become a key part of the 49th Annual Powell Street Festival

HOW TO APPLY:

The deadline for applications is 5:00 p.m., Monday May 5, 2025.

Applications will be accepted by email only. Please submit a resume and cover letter to jobs@powellstreetfestival.com, and include "Volunteer Engagement Lead" in the subject line. No phone calls please.

Powell Street Festival Society thanks all applicants in advance for their interest; however, only short-listed candidates will be contacted.