



St. Paul Oktoberfest 2021 Volunteer Coordinator

Part-time temporary

The Germanic-American Institute will be hosting the St. Paul Oktoberfest on September 10-11, 2021 at its location on Summit Avenue in Cathedral Hill. This annual festival is a beloved cultural tradition for the city of St. Paul. Proceeds benefit the GAI, a non-profit organization offering a wide variety of cultural programs and German language education for people of all ages.

The Oktoberfest Volunteer Coordinator is a temporary position, beginning in early August and finishing in mid-September. There is the possibility of the position expanding after Oktoberfest to become a permanent position that supports all GAI major events year-round, depending on the interest and performance of the Volunteer Coordinator. The temporary position can also be classified as a paid internship, if preferred.

Prior to the week of the event, the majority of the work may be performed remotely, except for the necessary on-site training. The Volunteer Coordinator is required to be on-site, for full days September 9, 10, 11, and 12 for set up, tear down, and execution of the festival.

Primary Duties:

Coordinate volunteer needs and positions with the festival director.

Create and manage volunteer shifts in Sign-Up Genius.

Recruit volunteers via e-mail, text, and phone calls. The GAI has a database of current and past volunteers.

Communicate regularly with volunteers about their duties and logistics related to their position.

Be the point of contact for any volunteer needs such as schedule changes or special requests.

Manage the volunteer check-in station throughout the event. Ensure that all volunteers have what they need to have an enjoyable and successful experience.

Direct volunteers and actively help with the festival set up and tear down.

Follow up with and individually thank volunteers after the event.

Position Requirements:

Communicate in a friendly and professional manner. Respond promptly to volunteers or inquiries.

Basic computer skills; Familiarity with databases and applications such as Sign-up Genius. Willing to make phone calls as needed.

Ability to direct people in a warm and professional manner.

Ability to remain flexible and respond to changing needs during the festival; remain calm during higher stress times.

Excellent organizational skills. Ability to think broadly about volunteer needs and create a highly rewarding experience from start to finish.

Be able to work outside and be on your feet for long stretches of time.

Lift up to 50lbs.

German language skills helpful, but not required.

Hours

2-6 hours per week, August 1-September 5 (mostly remote work)

40-50 hours, September 7-September 14 (mostly on-site work)

Wage

\$14-\$18/hour, depending on experience and qualifications

Work Environment & Culture

This is an excellent entry-level position for someone wanting to join the team at the Germanic-American Institute, a leading cultural institute in the Twin Cities.

The GAI is in an exciting phase of visioning and growth. The GAI Board of Directors and staff have set a vision for becoming the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in German culture will find the position especially rewarding. The GAI strongly believes in

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.

We have a small, hard-working and passionate team who enjoys good food, good coffee, and achieving great results. And we work in a super cool, historic building on beautiful Summit Avenue!

To Apply

Send a cover letter and resume to GAI Executive Director Jeana Anderson, janderson@gaimn.org
Deadline to apply is July 25, although interviews with highly qualified candidates may begin sooner.