

Salem Multicultural Institute & World Beat Volunteer Coordinator, Role Description

Who are we?

A local non-profit, dedicated to creating an awareness and appreciation for the cultural diversity in our community. We create places for our community to share their ethnic cultural heritages.

What is the need?

Salem continues to change. In 2009-10 the Salem-Keizer School District reports 46 percent of enrolled students are not of Caucasian heritage. At the same time, the 2009 FBI hate crime statistics show a small increase in Salem. 75 percent of this crime is ethnicity-based, and 50 percent is committed by young people. We **need** to actively promote tolerance and understanding among all ethnicities to prepare for a successful future.

What difference do we make?

30,000 people each year attend our programs, to celebrate and learn about ethnic cultural diversity.

What are our programs?

The World Beat Festival, World Beat Gallery, a Performance & Lecture Series, Dragon Boat Club, and Cultural Assistance & Referrals.

Who are our people?

We have a Board of 13, 6 major committees, 8 sub-committees and 2 staff. Over 400 volunteers commit to us each year. Our volunteer coordinator helps recruit and manage about half of these. Others are recruited directly as performers and through the dragon boat racing community. This is an unpaid, volunteer position.

What does the volunteer coordinator do?

Oversees year-round volunteer recruitment and management through the SMI calendar of activities.

What are our needs?

- Year-round - Office administration (1 person), Gallery docents (8-10 pool of people)
- January - MLK Friday night event (2), MLK Stride Toward Freedom run (6)
- February – Community Potluck dinner (4)
- February, June, October or December - Gallery Opening Receptions (2)
- Occasional - Performance & Lecture Series events in Reed (4)
- May - Festival Kick-Off Party (6)
- June - World Beat Festival (150)
- October - Multicultural Ball (10)

Role Description

- Liaise with Program Coordinator re all needs
- Keep volunteer database current
- Contact volunteers in advance and schedule needs, explain roles, a lot of phone work, can be done from home or office
- Attend events and manage volunteers on-site

What skills are involved?

A good people person, detail-oriented, able to multi-task and occasionally work under stressful situations, team member and leader, comfortable managing other volunteers. Possible for two or more people to work together.

Hours

- 1 monthly meeting with staff to review needs.
- 1 monthly 6pm 3rd Thursday meeting with Festival Steering Team September-June
- Will vary but your choice – busy with Festival especially from February to June
- Very busy during Volunteer kick-off in early May, and prior to and at Festival in June

Interested in finding out more?

View our web sites at www.SalemMulticultural.org and www.WorldBeatFestival.org.
Call Graham at 503-581-2004 or email graham@salemmulticultural.org.