



## JOB ANNOUNCEMENT

**COMPANY** Downtown SLO

**LOCATION** San Luis Obispo, CA

**JOB TITLE** Operations Assistant/Volunteer Coordinator

### ABOUT OUR ORGANIZATION

Downtown SLO is a 501 (c)(6) non-profit organization that strives to build healthy programs that fulfill our mission to “Foster an economically vibrant Downtown.” Through our acclaimed events like Concerts in the Plaza, Downtown SLO Farmers’ Market, Annual Holiday Parade, and others—we benefit our membership, thrill our guests, and inspire our neighbors to be one of the best downtowns in the nation. You can learn more about us and our programs at [DowntownSLO.com](http://DowntownSLO.com).

### JOB DESCRIPTION

Downtown SLO is seeking a dynamic individual with a friendly and positive attitude to fill the part-time position of Operations Assistant/Volunteer Coordinator. Responsibilities include but are not limited to:

- Event Operations:
  - Weekly: Assist with set-up, tear down and onsite staffing support of Thursday Night Farmers’ Market
  - Seasonal: Assist with set-up, tear down, and onsite staffing support of events which include Concerts in the Plaza (Friday evenings, June-September), Santa’s House (December), and other special events and activities throughout the year
  - Ensure risk management issues are addressed in a timely manner that includes written documentation and follow up reports at events
  - Utilize vendor management software to assist with vendor management tasks
  - Work with Downtown Staff, Volunteers, and Community Partners to ensure clear and transparent communication and execution of tasks
- Volunteer Coordination
  - Coordinate and implement a plan to fill all organizational volunteer needs
  - Train, supervise, and evaluate volunteers
  - Recruit and assign qualified volunteers to positions and provide them with related instructional materials, training support, and scheduling assignments
  - Lead volunteer orientations and trainings as needed
  - Identify volunteer opportunities within the organization
- Provide general office assistance as necessary including: sending mailings, taking messages, and returning phone calls
- Other duties as assigned



## REQUIREMENTS

- High School education or equivalent
- Be able to walk, stand, stoop, and lift at least 50 pounds
- Be able to stand for long periods of time
- Affinity for working with people and the public
- Be available to work every Thursday 2:00-10:00 PM, Fridays from 1:00-9:00 PM during the months of June to Sept, rotating hours from 9:00 AM to 8:00 PM through the holidays beginning the day after Thanksgiving through Christmas, other hours as needed
- Experience in recruiting, interviewing, and coordinating volunteers
- Experience in event operations
- Able to work in a fast paced team environment
- Ability to work well with diverse group of staff and volunteers
- Willingness to adjust hours to accommodate needs of the job
- Excellent interpersonal and communication skills
- Ability to work productively in an unstructured environment with frequent interruptions

**CLOSING DATE** Open until filled

**POSITION STARTS** Immediately

## DETAILS

Part time (up to 20 hours per week; varies seasonally)  
\$15/hour

## HOW TO APPLY

Submit a cover letter and resume to the address below or via email.

**Incomplete submittals will not be considered.**

Email: [Brent@DowntownSLO.com](mailto:Brent@DowntownSLO.com)  
Phone: (805) 234-9678  
Fax: (805) 781-2647

Mail: Downtown SLO  
Attn: Brent Vanderhoof  
1135 Chorro Street  
San Luis Obispo, CA 93401