

306.222.3311 info@theprincessshop.ca theprincessshop.ca



**Volunteer Title:** Fairy Godmother Program Coordinator

**Purpose:** The Fairy Godmother Program Coordinators (2) will work as a team and are responsible for the development, coordination and implementation of The Princess Shop's Fairy Godmother Program as well as the effectiveness, organization, growth and sustainability of the program during their term.

**Vision:** The Fairy Godmother Program Coordinator will develop, facilitate, and expand The Princess Shop's Fairy Godmother Program, including the creative enhancement of the program. The coordinators have the opportunity and responsibility to work together to build on feedback received during the past program year to prepare to implement the program for the 2017-2018 and 2018-2019 years.

**Position Term:** Two Terms (March 2017-July 2019). This allows for introduction to the program through recruitment, interviews and orientation, and overlap between incoming and outgoing coordinators to ensure the sustainability of the program. Each year, the coordinator can be reappointed for another year at the discretion of the Executive Director. Until the end of the outgoing coordinator's term, the incoming coordinator will act as an assistant in order to ease the transition into the role and program.

**Qualifications:**

- Excellent communication skills, both written and verbal
- Strong leadership skills
- A pleasant manner and patience, as well as drive, determination and passion!
- A personal emphasis on being dependable and will do what it takes to get results
- An ability to self-motivate and can motivate others
- Great attention to detail and is organize
- An ability to meet deadlines and prioritize, and is willing to put their responsibilities within this volunteer position first, on occasion
- Experience working effectively both alone and within a team
- The resourcefulness and courage to be able to solve problems on the fly, take initiative, and take smart risks
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs. Additional computer skills, i.e. experience with website content management systems, would be an asset

**Fairy Godmother Program Coordinator, Saskatoon**

**Volunteer Position Description**

*Last updated FEB 2017 - KR*

## **Key Responsibilities:**

The Fairy Godmother Program Coordinators:

- Work in collaboration with the Executive Director to continue to develop the processes and procedures involved with recruiting, screening and matching applicants
- Work in collaboration with the Executive Director to seek opportunities to grow and sustain the program
- Accept and screen participant applications, assessing compatibility and motivation
- Conduct interviews with potential Fairy Godmothers and Princess Graduates
- Match each Princess Graduate with a compatible Fairy Godmother
- Plan monthly group activities for mentorship matches that encourage a healthy social environment, learning, healthy lifestyles and new experiences
- Prepare and conduct training and orientation seminars for participants
- Obtain signed waivers from all Fairy Godmothers and Princess Graduates
- Answer questions for participants about the program and provide guidance as necessary
- Manage relationships between Fairy Godmothers and Princess Graduates when necessary
- Provide ongoing support for both Princess Graduates and Fairy Godmothers from beginning to end of program, including monthly phone calls to monitor progress of the match relationship
- Make reminder phone calls to Fairy Godmothers one week prior to an organized event
- Prepare correspondence and media releases as needed
- Continually engage in efforts to creatively grow and enhance the program, generating new ideas to support the Fairy Godmother Program initiative that will then be discussed with the Executive Director
- Complete other duties as assigned, such as Dress Appointments, helping with Glass Slipper Benefit and other fundraisers as available and necessary

## **Commitment and Expectations:**

The Fairy Godmother Program Coordinators:

- Make minimum time commitment of 7-8 hours per week
- Coordinate with Executive Director to ensure the sustainability of the program and to ensure consistency with the bylaws, incorporating documents, mission, vision, values, purpose and objectives of The Princess Shop
- Plan (and must be available for) the year's monthly Fairy Godmother Program organized activities
- Include Executive Director on relevant email correspondence to maintain open lines of communication
- Attend Weekly Team Meetings (currently held Thursdays 5:30pm – 7:00pm @ The Princess Shop)
- Prepare verbal report to present to The Princess Shop team at weekly meetings
- Provide meeting regrets 2 weeks in advance
- Prepare monthly update to be shared with the rest of The Princess Shop staff and board of directors in the Monthly Updates, organized by the Executive Director
- Maintain and submit timesheet to the Executive Director on the last day of the month

**Support:** Training and direction for this position will be provided. In addition, the Executive Director will be available for questions and assistance.

**To apply:** Please send both a cover letter and resume to [karen@theprincessshop.ca](mailto:karen@theprincessshop.ca)

**Fairy Godmother Program Coordinator, Saskatoon**

Volunteer Position Description

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