

306.222.3311 info@theprincessshop.ca theprincessshop.ca



**Volunteer Title:** Next Chapter Program Coordinator

**Purpose:** The Next Chapter Program Coordinator is responsible for the development, coordination and implementation of The Princess Shop's Next Chapter Program and is responsible for the effectiveness, organization, growth and sustainability of the Next Chapter Program during her/his term.

**Time Commitment:** Average 6-8 hours per week over two graduation seasons.

**Qualifications:**

- Excellent communication skills, both written and verbal
- 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 meet deadlines and prioritize, and is willing to put their responsibilities within this volunteer position first, on occasion
- Strong leadership skills
- An ability to self-motivate and can motivate others
- Great attention to detail and is organized
- 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

**Key Responsibilities:**

- Work with the Executive Director to:
  - Prepare a plan to approach new potential sponsors to support the Next Chapter Program
  - Create and maintain critical path outlining annual tasks for operating the Next Chapter Program, including:
    - When to begin work on the sponsor package for the coming year
    - When to approach sponsors, so as to accommodate their budget

- Goals for increasing number of scholarships, workshop and work placement opportunities each year
- Confirm continuing scholarship and work placement sponsors and seek new sponsors
- Work with program sponsors to establish criteria and scholarship application format
- Promote scholarships and work placements with Princess Graduates (past and present)
- Plan and coordinate workshop sessions (4):
  - Confirm sponsors and facilitators
  - Set date, time and location
  - Promote to Princess Graduates and gather attendance
- Accept scholarship applications from Princess Graduates
- Work with Next Chapter Program sponsors to select recipients of scholarships, including conducting interviews if necessary
- Prepare to award all scholarships at Perfectly Pink Appreciation BBQ each year in late June/early July
- Prepare correspondence and media releases as needed, in accordance with Communications Coordinator
- Continually engage in efforts to creatively grow and enhance the program, generating new ideas to support the Next Chapter Program initiative that will then be discussed with the Executive Director
- Take part in Dress Appointments (January-June)
- Complete other duties as assigned (help with other events, tasks around the shop)

**Support:** The Next Chapter Program Coordinator is always guided and supported by the Executive Director, and supported additionally by the volunteer team.

**Interested in joining our volunteer team?**

Please submit a cover letter and resume to [karen@theprincessshop.ca](mailto:karen@theprincessshop.ca).

**Ideal start date:** September 2018

**Have any question?**

Don't hesitate to reach out with questions. Karen will gladly sit down with you to discuss the position in more detail prior to application.