

Pride in the Plaza 2024 Volunteer Coordinator
Position Description

Pride in the Plaza is a fun, all-day festival celebrating Montgomery County's diverse LGBTQIA+ communities. This year's Pride in the Plaza will take place on Sunday, June 30th, 2024, 12pm-8pm in Silver Spring's Veterans Plaza. The festival is free for everyone. To learn more about the festival, visit: <https://liveinyourtruth.org/pride-in-the-plaza>

In anticipation of the festival, we are seeking a volunteer coordinator to support a large, multidisciplinary volunteer force on-site at the festival. There is potential for a second volunteer coordinator to split the festival up into two shifts. The Volunteer coordinator will be expected to complete the following with reasonable accommodations:

- Assist with volunteer recruitment and assignment
- Manage volunteer check-in and check-out at the festival
- Manage volunteer station set-up and breakdown
- Volunteer communication in advance of the event (about shift details, training, changes, reminders, etc.)
- Administer virtual volunteer training, in collaboration with event co-chairs
- Attend bi-weekly virtual planning meetings starting in May
- Collaborate with event/logistics coordinator and event co-chairs to ensure event safety protocol integrity
- Be on-site on the festival day, from 7am-10pm with a paid break from approximately 1pm-4pm and additional paid breaks throughout the day. Note: There is potential for a second volunteer coordinator to split the day up into two shifts.
- Work outdoors in a hot, loud festival environment
- Monitor the festival grounds to see where volunteers are needed

We encourage members of the LGBTQ+ community to apply. This position is considered an independent contractor. Please send a resume/CV, a short description of your experience as a volunteer coordinator (or similar work) and an hourly rate to Emily Brown (she/her) at Emily.Brown@MontgomeryCountyMD.gov.

The deadline for this application is Friday, April 19th 2024. Interviews will be scheduled at the end of April. A final decision will be made by the beginning of May.