



Inspiring Creativity | Expanding Minds | Fostering Connections

Cranbrook District and Arts Council is a non-profit charitable organization. We support the visual arts in Cranbrook and the East Kootenay area. We are here to uplift our local artists and offer artistic opportunities for our community.

We have an opening for a short-term contractor to review our volunteer management systems. The successful candidate is a strong communicator, curious, organized, believes in the value volunteers bring to the community and is comfortable working independently within a flexible, hybrid work from home *schedule. The purpose of this engagement is to strengthen our volunteer systems at Cranbrook Arts.

**To complete this contract the successful independent contractor will need to make site visits and may require a temporary, self-provisioned workstation.*

The successful contractor will have:

- ☐ Experience with volunteer management, [it is an asset to have this with a non-profit organization].
 - ☐ Strong communication and interpersonal skills
 - ☐ An understanding of diversity, equity, inclusion and accessibility.
 - ☐ Interest in community engagement.
 - ☐ Proven organizational skills managing details, and deliverables.
 - ☐ Computer literate
 - ☐ Proven ability to implement systems that are both people focused and practical to access and maintain.
- Education or the equivalent in volunteer management is an asset.*

Expectations of the Completed Project:

Review:

- ☐ Existing volunteer management practices, documents and records and ensure they are in compliance with the BC Societies Act and reflect best practices in the non-profit sector.
- ☐ Volunteer recruitment, orientation, training and team building practices.
- ☐ Current scheduling and records keeping systems
- ☐ Current policies and procedures
- ☐ Current volunteer recognition

Complete:

- ☐ Inventory of active volunteers
- ☐ A satisfaction survey with volunteers and staff

Identify and prioritize:

- ☐ Gaps in effectiveness and current formalized best practices.

Recommend:

- ☐ Long-term management practices that promote a safe, inclusive and supportive environment for the volunteer team
- ☐ Standardized record keeping processes for the BC societies commission, funders, and the board.
- ☐ Opportunities to grow our volunteer team, including recruitment schedule
- ☐ Simple and sustainable systems suitable for our staffing structure and volunteer involvement.

Rate: \$25/hour for a maximum of 35 hours

This posting begins on August 25th and will be open until October 2, 2026.

Proposals will be addressed or emailed to:

Kristin Teetaert at Cranbrook Arts
1401 5th Street N, Cranbrook BC, V1C 3M3
director@cranbrookarts.com

CDAC is committed to equitable, respectful, and transparent hiring practices. If you require accommodations during any stage of the application or interview process, please let us know.

We acknowledge that Cranbrook Arts operates on the homelands of the Ktunana Nation, and express our deep gratitude for this privilege.



We Are Hiring!

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Volunteer Systems Coordinator

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