



Kensington Market BIA
160 Baldwin St - Toronto, Ontario,
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kensingtonmarketinfo@gmail.com

JOB POSTING - PSK VOLUNTEER COORDINATOR

About Kensington Market

Cherished by Torontonians and visitors alike, Kensington is a thriving open-air marketplace, representing a richly multicultural and eccentric neighbourhood in the core of downtown Toronto. Our Kensington community is a colourful and eclectic mix of residential and commercial blocks, well known for its unique and independent spirit, vibrant murals, charismatic locals, Pedestrian Sunday events, and over 240 local and independent shops and businesses with specialty items from all over the globe.

Job Description

The Kensington Market BIA is seeking a candidate who will lead the coordination and management of the Volunteer Team during Toronto's beloved Pedestrian Sundays (PSK). Overseeing all aspects of the planning, scheduling and execution of volunteer placement for 6 Sundays (May - October, last Sunday of the month) and possibly a December Winter Solstice Event.

Responsibilities

Lead for organizing, scheduling and managing the Volunteer Plan for 2023 PSK.

- Volunteer staff management.
- Volunteer training.
- Maintain, update and expand volunteer database.
- Develop volunteer schedule for the day of the event, night before, and distribution of materials.
- Organization and distribution of Flyers/posters, merchant guides, and etc.
- Collaborate with CST (Clean Streets Team) team regarding waste management.
- Plan the volunteer strategy on the day of the events.
- Responsible for on site, DAY OF volunteer logistics for all 6 Sundays
- Attending all event sub-committee meetings as it relates to PSK.
- Collaborate with BIA coordinator, and KMBIA board of directors on all matters related to PSK.
- Attend public consultation meetings.

Requirements

- Extensive event experience and planning is required.
- Critical thinking, strong decision making and ability to organize.
- Excellent interpersonal and time management skills.
- Strong communication skills both oral and written.
- Strong people management skills.
- Comfortable working independently and collaboratively with the KMBIA Coordinator.
- Must be available for all last Saturday and Sunday of the month from May to October, with the possibility of December 21st (Winter Solstice).
- Willingness to work flexible hours, including some evenings, and weekends as required by the KMBIA Coordinator / KMBIA board.
- Familiarity with the Kensington Market neighbourhood and businesses is an asset.

Details

Job Type: Part-Time Contract

Hours: 20-23 hours a month (must be available on some Weekends and special events)

Compensation: \$3,000 for the whole season

Start Date: 13th April 2023

End Date: 12th November 2023

Reports To: Kensington Market BIA Coordinator & KMBIA Marketing Sub-Committee Chair

Location: Hybrid - Some Hours in Office at at 160 Baldwin Street, Unit #10 (when needed)

Deadline to Apply: 22nd March 2023

To apply, please submit Cover Letter and CV to
Swareena Rajkhowa at info@kensingtonmarket.to

We thank all applicants for their submissions, however only candidates selected for an interview will be contacted via email.