



BALTIMORE ROCK OPERA SOCIETY

Volunteer Experience Captain Responsibilities Outline

Reports to: Volunteer Experience Director

Title: Volunteer Experience Co-Captain

Term: One year, with the opportunity to reapply.

Time Commitment: 4-6 hours/week

Overview

The Volunteer Experience Co-Captains work with the Volunteer Experience Director to ensure volunteers have a safe, welcoming and rewarding experience at BROS. These Captains support the volunteer directly by interacting with volunteers positively and also indirectly by assisting with administrative tasks. They should model the BROMandments, be able to create good vibes, and be champions of the BROS volunteer experience.

Specific Duties

- Welcome new volunteers, provide tours, and explain the Bromanual, Bromandments, and the volunteer experience at BROS workshops and events
- Assist with creating new ways to help volunteers feel comfortable in our space and to help them understand BROS.
- Assist with the creation, planning, and implementation of events for volunteers like wellness, equipment and skills trainings, movie nights, wrap parties etc, as well tracking attendance at these events.
- Assist with ensuring new volunteers are connected to No Floaters and Slack
- Assist with tracking volunteer hours
- Update volunteer data relating to the volunteer department to support volunteer engagement analytics and development and fundraising
- For one show a year, serve as the craft services coordinator which includes creating a sign up form, updating the craft services information document, sending reminder emails to people who sign up, letting the VED know about gaps in coverage, etc.
- Help staff BROS events including productions and annual events as available
- Use BROS craft services fund to purchase drinks and snacks and transport them to the HQ or the venue (if the person in this role has a car), following appropriate protocols.
- Inventory first aid kits and care stations once every six months.
- Other duties as assigned.



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Who we are looking for:

- Ability to commit to one year in this role.
- Ability to work well with other team members and clearly communicate via email and slack.
- Ability to work efficiently and consider long term sustainability of tasks and systems.
- Ability to spend some hours in person at HQ and venues.
- Having a car or access to a car is helpful for craft services, but not a requirement.

Compensation

BROS is a volunteer-run organization, however Captains will be offered free Rock Operative-level membership and free admission to BROS events and productions throughout the year. When stipends are available, the Captain will be eligible for receiving a stipend commensurate with their level of duties and experience from that event's individual budget.