



STREET FAIR COORDINATOR Role Description

Purpose:

The Street Fair Committee runs the Community Fair, Marketplace, and Food Vendors during the Pride Weekend. The Street Fair Coordinators represent Pride Toronto to the vendors and community organizations with regard to the Community Fair, Marketplace and Food Vendor booths. The role includes answering all questions about the application process and booths, receiving applications for vendor spaces, assigning spaces, and administering payment and confirmation of these spaces.

Term of position and hours per week required:

There are three Coordinators on the Street Fair Committee. Each coordinator is appointed to a two-year term. Each Coordinator position requires a commitment of approximately 4-7 hours per week from August through to February, and a commitment of approximately 10-15 hours per week from March through to June.

Responsibilities:

- Reports to the Event Logistics Manager
- Reviews and updates community fair, marketplace, and food vendor applications annually & makes it widely available through the Opportunity Guide and Pride Toronto's website
- Reviews and updates maps and spaces for the street fair
- Reviews applications as they are submitted, ensures that payments are processed and received, and that confirmations and booth space permits are issued in a timely fashion
- Acts as the direct point of contact for community and vendor representatives
- Liaises with the Event Logistics Manager and the Executive Director with regard to the placement of sponsor booths in the marketplace
- Works with the Event Logistics Manager to ensure that the food vendors attend necessary training with Toronto Public Health, and that Pride Toronto enforces all Public Health requirements on-site
- Liaises with the Site Committee to ensure that Street Fair set-up, registration, operation, de-registration, and tear-down go smoothly and without incident
- Ensures proper refund of safety deposits and archival of vendor applications and records
- Maintains active and ongoing communication with other Committees, in particular Site, Media, Weekend Volunteer and Beverage Committees as they pertain to Street Fair responsibilities
- Ensures there is updated information for volunteers including a Committee manual, volunteer descriptions, etc.
- Has fun and helps create and maintain a positive volunteer environment



This list is not exhaustive, but covers much of the Committee's responsibilities, which are to be split between the three Coordinators and completed with the help of other Committee Members as appropriate.

Outline of responsibilities as a Coordinator with Pride Toronto:

1. Demonstrates and supports Pride Toronto's Mission, Vision, Values and Strategic Direction
2. Works as a team member with the other Committee Coordinator (if applicable), staff and Board Members
3. Manages the Committee by
 - Creating and facilitating the work of the Committee; working with the Volunteer Program Manager to find suitable volunteers to work on the Committee
 - Maintaining and updating the work plan on monthly basis
 - Holding regular Committee meetings, arranging agendas, notifying participants, maintaining meeting minutes and storing records of meetings in the appropriate folder on the Pride Toronto server
 - Submitting personal and Committee time sheets to the Volunteer Program Manager monthly
 - Managing any issues that arise within the Committee, and updating staff liaison on the progress of the Committee
 - Defining roles and responsibilities for all Committee Members/volunteers and providing training where necessary with staff support
 - Updating and maintaining Committee training manuals with staff support
 - Ensuring open and timely communications with other Committees
4. Manages the Committee Budget, adhering to the following requirements:
 - Before purchasing products, a written quote must first be secured
 - A written contract must be completed for products or services
 - Coordinators do not have the authority to bind Pride Toronto to any contracts without staff approval
 - Written approval is required from a Pride Toronto staff member before making a purchase exceeding \$100
5. Mentors potential future Coordinators
6. Attends monthly Pride Toronto Coordinator Meetings and prepares Budget updates, Workplan updates and general Committee updates in advance of those meetings and submits these updates to staff liaison
7. Provides an end-of-year summary report and attends a debriefing meeting with staff
8. Attends workshops/training sessions that are provided
9. When possible, attends Pride Toronto General Meetings



Skills required:

- Must be 18 years of age or older and have a Police Records Check completed (please see the PRC Volunteer screening policy)
- Excellent customer service and communication skills
- Excellent organizational and time management skills
- Ability to work under pressure and within deadlines
- Experience managing a street fair / conference is an asset
- Experience in the food industry is an asset
- Logistics experience is an asset
- Community-minded

Pride Toronto Mission:

Pride Toronto exists to celebrate the history, courage, diversity and future of Toronto's LGBTTIQQ2S* communities.

**Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, 2 Spirited*

Application process:

Please submit your resume to:

Pride Toronto
Erin Kelly
Volunteer Program Manager
Volunteer_program@pridetoronto.com

Tel: 416-927-7433 ext. 227

Fax: 416-927-7886

Pride Toronto adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.