

**Fort Sackville Foundation**  
**Program Coordinator—Volunteer Job Description**  
**Approved May 27, 2021**

A member of the Fort Sackville Foundation (FSF), the volunteer Program Coordinator:

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators.
- recruits and welcomes volunteers for the committee.
- prepares an estimate for annual budget deliberations.
- coordinates the development of programs which promote Scott Manor House and the grounds as a focal point for Bedford community heritage and cultural activities.
- organizes special visitors/speakers for Fort Sackville members and the community preferably as part of the General Meetings.
- chairs the Summer Program committee beginning in December, but no later than January, to develop a schedule of events for the summer season.
- ensures that all invitations to presenters/ exhibitors/performers/artists for each week of the summer are confirmed by April.
- recruits and establishes a schedule for volunteers to act as weekly hosts
- collects all feedback/evaluations from the program participants and prepares a written report for the Executive Committee, including a cost analysis, number of visitors, list of volunteers on committee and any feedback for future planning and contact information for presenters/ exhibitors/performers/artists.
- liaises with coordinators for all stand-alone events, (for example the Georgian Tea, Christmas at the Manor, etc.) and receives written reports from these coordinators (including number of visitors, list of volunteers on committee and any feedback for future planning).
- reports to the Executive Committee on the success and challenges of events and makes recommendations on future program planning at Scott Manor.