

Inside Out

Monday, February 2, 2026

Employment Opportunity Volunteer Coordinator

About Inside Out

Inside Out is a not-for-profit registered charity that strives to be a community leader in the elevation of films by and about 2SLGBTQ+ people of all ages, races, and abilities through promotion, production, and exhibition. Our community-driven touchpoints include the annual Festival in Toronto, collaborative filmmaker initiatives and youth engagement programs, as well as year-round events and screenings.

Inside Out Toronto 2SLGBTQ+ Film Festival will run from May 22nd - May 31st, 2026.

Position Summary

Inside Out is seeking an experienced Volunteer Coordinator to manage all elements related to the volunteer program at the 2026 Inside Out Toronto 2SLGBTQ+ Film Festival. Reporting to the Operations and Events Manager, the successful applicant will be a motivated, outgoing self-starter with relevant festival, event, and/or volunteer management experience.

Contract Term: March 2 - June 6, 2026

Job Type: Part-time (15h/wk) from March 2 - April 11. Full-time (37.5h/wk) from April 14 - June 6, 2026.

Compensation: The position offers an hourly rate of \$24.00.

Key Responsibilities:

- Collaborating with the team to recruit volunteers for the festival, completing outreach to various agencies, community groups, and other organizations
- Creating/updating volunteer registration forms and role descriptions in the festival database
- Managing the volunteer department budget
- Screening volunteer applications and selecting volunteers for the 2026 festival
- Assigning volunteers to roles/teams that are appropriate to their skills and abilities, considering physical/mental/social demands, and all other accessibility concerns
- Working with Management across departments to assess all volunteer needs for the festival
- Keeping volunteers informed and up to date on relevant festival information and events leading up to, and throughout, the festival. This includes maintaining the Volunteer Linktree and other online materials
- Coordinating and running effective training for all volunteers in conjunction with other staff, with clear and concise information about general festival, expectations, roles and responsibilities
- Maintaining the volunteer database

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- Managing the scheduling of volunteers using the festival volunteer management system
- Ensuring the continual re-stocking of volunteer refreshments in volunteer lounges throughout the festival, as well as purchasing and/or soliciting donations for volunteer snacks
- Implementing the festival's volunteer rewards and acknowledgment program
- Conducting outreach for donation items for the volunteer rewards program
- Coordinating the sourcing and distribution of volunteer t-shirts, volunteer passes and any other required volunteer pack materials
- Maintaining a presence at venues throughout the festival to ensure that venue needs are being handled appropriately and dealing with any issues that arise
- Preparing and delivering pre- and post-festival volunteer orientation/appreciation events, in collaboration with the Operations and Events Manager. This includes venue and catering booking, prize solicitation, and other related event-planning duties
- Creating and implementing a volunteer post-festival survey
- Tracking, compiling and submitting all documentation of volunteer hours for VAACT directly following the festival
- Managing volunteer experience and logistics in the lead up to and during the festival (including accessibility requests/accommodations, recognition, providing reference letters, etc.)
- Providing a detailed final report, post-mortem notes and organized archived files relevant to the position and the work accomplished following the Festival

Required Skills and Experience

- Previous experience working in a similar role at a film festival or other large scale, multi-day public event
- Excellent communication skills and strong customer service abilities
- Previous experience recruiting, scheduling and training volunteers
- Strong organizational skills with great attention to detail
- Ability to work under pressure and meet tight deadlines in a fast-paced environment, communicating effectively with multiple stakeholders simultaneously
- Proficiency in Google Suite, with volunteer database experience an asset
- Ability to work independently and to collaborate effectively with other staff and various stakeholders
- High level of familiarity with our primary stakeholder groups (the film industry and 2SLGBTQ+ communities)
- Commitment to accessibility, equity, and inclusivity

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Physical and Mental Job Requirements

This will be a hybrid work-from-home + in-person position, with more in-person commitment and additional working hours required during the festival (May 22–31).

A typical work day consists of lower- to mid-level **physical** effort for activities such as:

- Computer-based work for documenting and communication
- Sorting materials for volunteers, such as t-shirts, totes, and snacks
- Attending shifts at venues to ensure volunteers and/or volunteer captains are signed in and have everything they need, including information on duties and tasks
- On occasion, the volunteer coordinator may have to commit to longer/different hours during the festival due to timing of events and/or volunteers not showing up or being unable to fill volunteer shifts

A typical work day occasionally requires **mental** effort for activities such as:

- Daily work with documents such as scheduling, communication, and reports
- Creating and providing training sessions to volunteers on their roles and responsibilities
- Assisting volunteers with different communication and experience levels, as well as those with different accessibility concerns
- This is a very social, front-facing position, managing many volunteers and coordinating/communicating with staff and audience members

Working Conditions

Physical Environment:

- Inside Out is committed to accessibility, and thus to only working with fully accessible venues during the festival and year-round
- Our office building is equipped with an elevator, wide hallways, and semi-accessible washrooms
- During certain events (and particularly during the festival) there may be heightened levels of noise, lights, crowds, and other sensory stimuli which may be overstimulating to some

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset
- May occasionally have to diffuse conflict between volunteers, or volunteers and members of the public
- Willingness to adapt to changing circumstances during festival, providing solutions and accommodations as issues arise

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Application Deadline: February 27, 2026

Applications will be reviewed on a rolling basis and **early submissions are encouraged.**

Application Process

Interested candidates should upload a resume and cover letter as one PDF document [HERE](#). Inside Out thanks all applicants in advance for their interest. Only those selected for an interview will be contacted.

Inside Out is committed to access and equity, which includes a commitment to achieve diversity among its staff, board and other volunteers. We encourage applicants who reflect the broad diversity of the 2SLGBTQ+ communities that we serve.

Accommodations are available upon request for all aspects of the selection and work process. If you require any accommodations in the application process, please contact inside@insideout.ca.