



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Volunteers Program Officer

Designed by architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC S.A. is a non-profit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by law. SNFCC S.A. ensures that all candidates are treated equally with accordance to their qualifications and the conditions laid down by law.

SNFCC S.A. is planning to set up a volunteers program aiming at promoting the spirit of volunteerism in cultural organizations by giving participants the opportunity to become familiar with the operation of the SNFCC and participate in its activities. SNFCC S.A. is looking for the ideal candidate to fill the position of **Volunteers Program Officer**, who will contribute to the design and set up of the program, and will be directly responsible for its implementation, overseeing, coordinating, leading, and monitoring the volunteers' team at SNFCC premises in both day-to-day operations and at major events. The officer will be reporting to the Visitors Experience Director.

Main duties and responsibilities

- Contribution to the volunteers program design and direct responsibility regarding its implementation
- Identification and recording of the program's needs
- Collaboration with other SNFCC units for the efficient and successful implementation of the program
- Promotion of the program with a view to attracting and retaining volunteers
- Volunteers' training preparation and implementation

- Program logistics management (catering, uniforms, etc.)
- Rostering
- Daily communication with volunteers
- Collaboration with other Visitors Experience Officers for the best engagement of volunteers
- Promote team spirit & provide crisis management
- Gamification/rewarding system
- Drafting program reports and presentations
- Support the Visitors Experience department when additional needs arise

Qualifications

- Bachelor's degree or post-secondary education, of at least 3 years' duration.
- Proven background in volunteer programs or human resources/staff management positions with common strategies as volunteers programs (at least 2 years' experience)
- Experience in major events organization
- Excellent verbal and writing skills in Greek and English
- Excellent knowledge of MS Office with emphasis on Excel and PowerPoint
- Excellent communication skills
- Advanced organizational skills, adherence to tight deadlines, attention to detail
- Flexibility and ability to handle crisis situations
- Human resources and training skills
- Adaptability in changeable conditions
- Work schedule flexibility, with emphasis on evenings, weekends and holidays shifts

Additional desired skills

- Postgraduate studies and knowledge of additional foreign languages will be appreciated
- Fluent and efficient communication with people of different backgrounds and social groups
- Ability to develop initiatives and collaborate in a team environment
- Capability of working under pressure and of prioritizing tasks
- Active, creative, decisive character
- Strong sense of responsibility

How to apply

- Applications will be accepted until **14:00 (GMT+2) Friday, February 15, 2019**
- Candidates should submit their resume as well as a short cover letter (up to 250 words) to jobs.volunteers@snfcc.org
- Attachments are accepted in pdf, doc and docx formats
- Candidates may be asked to provide letters of recommendation