

# North Mountain United Tapestry Volunteer jobs

## ADMINISTRATION AND MAINTENANCE

### Volunteer Coordinator:

1. Maintaining accurate volunteer records.
2. Liaison with the Board of Directors about events and jobs that need volunteers.
3. Working with managers and coordinators to ensure their needs are met.
4. Communications with Volunteers
5. Time commitment - new position, no record yet

### Bookkeeper: (Position filled - Katrin)

1. Create the income and deposit record sheet to give to the Treasurer to fill out before deposits are made.
2. Liaising with the Treasurer to receive the monthly bank statements, receipts and deposit and income records.
3. Liaise with the Market and Music Manager to get the record of the vendor and music income and expenses.
4. Fill in the monthly financial statement and reconcile the income and expenses.
5. Create the annual financial report

### Grant Writer:

1. Working with the Tapestry board on identifying grant opportunities
2. Writing proposals to be successful in receiving grant money.
3. Researching deadlines.
4. Drafting grant requests for board approval
5. Submitting reports for approval

Time Commitment dependent on number of grants applied for but min of 10 hrs per grant

### Church and Property Maintenance:

1. Annual property clean-ups/maintenance
  - a. **Spring Outhouse clean out.** (Position filled - Contact Carolyn [uitedtapestry@gmail.com](mailto:uitedtapestry@gmail.com) - if you would like to help). Refresh/ restock outhouse materials: 1 bale chopped straw, 1 bale peat moss, 1 bale sawdust, 1 bale straw. ½ bale each of sawdust and peat moss to be mixed in the

outside bin to get hydrated (this is the mix used to cover waste after each use) Best done during a work party, many hands make light work- **3-4 people could do this in two hours.**

- b. **Yard clean up:** weed gardens, add brush to back fence, clean church inside and out, any painting, touch ups etc. **Best done in groups. 2-3 people for the garden- 1-2 hours. 2-4 people cleaning inside the church- 1-3 hours.**
  - c. **Gardens (Position Filled - Ani):** Planning, purchase and planting of annuals for the two entryway planters (purchase will be reimbursed); Watering of planters throughout the season. **2-3 hours for the set up of the planters**
2. Outhouse Maintenance
- a. Once a week: after markets, sweep, clean the toilet and sink and layer some chopped straw on the compost pile (can be done from inside). Also check to see if the small peat/sawdust bucket is full. **15-30 minutes/ once a week - could be done by a vendor or market manager**
  - b. Once a month (Position filled- Carolyn): open up the back, rake the pile down towards the bottom and add a fresh straw layer to the bottom of the hole. Check to make sure the large peat/sawdust bin is filled. **30 minutes/once a month**
3. Lawn mowing/trimming (Position filled - Andy, Philip and Kirk)
- a. After initial spring Yard clean up, lawn mowing and trimming can be done bi-weekly during the season (May - September). **30 - 60 minutes twice a month. Tapestry will pay for the gas needed.**

## COMMUNICATIONS

1. **Website** (Position currently filled - Kate looking for someone to take over this position)
  - a. Seasonal - weekly during late winter season updates for AGM, special events and Market applications and info
  - b. Update concert, church services, workshops and special event pages
  - c. Weekly posting of market vendors and music - to be coordinated with Market Manager
  - d. Familiarity with Wordpress website platform an asset
  - e. **Time commitment: Hours dependent on number of events, but a minimum of 1 hour per week**
  
2. **Newsletter**
  - a. Tapestry's newsletter is created and mailed via Mailchimp
  - b. The template for the newsletter already exists and can be reused to create the next newsletter.
  - c. Mailing list needs to be updated when new people want to receive the newsletter.
  - d. Images need to be collected to make the newsletter more appealing.
  - e. In general, the newsletter provides information about upcoming events, markets and small announcements or calls to the community.
  - f. **Time commitment: The newsletter can be created as often as needed. In the summer month at a minimum 1-2 newsletters are sent out, if possible weekly.**
    - i. **Time commitment per newsletter is between 30 Minutes to 1.5 hours per newsletter, depending on the content and what might need to be collected or created.**
  
3. **Social Media (Instagram and Facebook)** (Facebook Position currently filled - Kate looking for someone to take over this position and Instagram)
  
4.
  - a. Creating "events"
  - b. Communications with Market Manager, Gift Shop
  - c. Sharing to stories/posting to pages previous to the event to create momentum, share posts/stories during the event
  - d. Responding to messages and comments on posts
  - e. **Time commitment about 2 hour per week sometimes a bit more per week if a lot is going on**

5. **Advertisement Poster Creation and Distribution** (Position currently filled - Kate looking for someone to take over this position or assist [music@unitedtapestry.com](mailto:music@unitedtapestry.com))
  - a. Tapestry uses Canva to create the posters.
  - b. Templates already exist and can be reused
  - c. On a need to do basis.
  - d. Receive printed posters and place in designated areas
  - e. **Time commitment per poster creation 30 min – 1 hour and 2 hours for distribution**
  
6. **Photographer**(Position currently filled - Kate looking for someone to take over this position or assist. [market@unitedtapestry.com](mailto:market@unitedtapestry.com))
  - a. Be present at events to capture experiences
  - b. Edit/crop photos/videos
  - c. Catalogue and store photos in Tapestry Google Drive making photos accessible to communication personnel
  - d. Own equipment required
  - e. **Time commitment – not yet known but suggested: duration of events or portion of events (farm market, concerts, holiday markets, special events, Christmas Eve service). Time required to edit, store and organize photos after each event**

## Church Services:

1. Summer Season Services with the Berwick United church at Tapestry
  - a. 2-3 services are held during the summer season (one in June, July and August)
  - b. Church Services are always held on a Sunday from 11 am to 12 pm.
  - c. This can be done by one or two volunteers.
  - d. The volunteer or the board will liaise with the Berwick United Church to set the service dates.
  - e. Service dates should be set in April to early May.
  - f. Volunteer will set up the church the day before after the market or early Sunday morning.
  - g. Volunteer will liaise with the market café to learn how to use the coffee shop equipment.
  - h. Volunteer will purchase the coffee supplies (coffee, tea and condiments as needed) and a cake loaf the day before. Tapestry will reimburse the costs.
  - i. Volunteer will arrive on the day of the service at 10 am to do final set up and prepare the coffee and get the cake ready.
  - j. Once the service is over, volunteer will put away the chairs etc and clean up the café.
  - k. Time commitment per Church Service day is about 4 hours in total. Maybe best split between 2 people?
2. Christmas Eve Services - [check with Lois Hare](#)

## ENTERTAINMENT

**Music - Concert Series:** position filled - Kate- would like to create a committee  
[music@unitedtapestry.com](mailto:music@unitedtapestry.com)

1. Canvas for musicians
2. Negotiate with musicians for dates, fee and sound requirements
3. Create promotional material in Canva (templates are available) for distribution by social media, website volunteers
4. Monitoring of ticket sales and communications of final ticket sales with bookkeeper
5. Communications with advance ticket holders
6. Maintain and update email addresses of ticket holders
7. Available day of concert for set up and tear down and communication with ticket volunteer
8. **Time commitment: 50 hours**

### **Additional Music Concert Series Volunteers needed:**

9. Door Ticket Sales - Ticket volunteer (Position currently filled - by Andy - looking for someone to assist [music@unitedtapestry.com](mailto:music@unitedtapestry.com))
10.
  - a. Greet ticket holders at the door
  - b. Receive ticket \$
  - c. Monitor pre sold ticket holders
  - d. Music Series coordinator will provide spreadsheet
  - e. Cash money and spreadsheet to be given to a designated Board member.
  - f. **Time commitment once a month for 3 hours**
11. Setting up for Concerts: (Position currently filled - by Andy and Kate - looking for someone to assist [music@unitedtapestry.com](mailto:music@unitedtapestry.com))
  - a. Take down market tables and set up chairs for the concert
  - b. **Time commitment once a month for 1 hour**
12. Tear down after Concerts:(Position currently filled - by Andy and Kate- looking for someone to assist - [music@unitedtapestry.com](mailto:music@unitedtapestry.com))
  - a. Put away chairs and set up for the market or next event.
  - b. Sweep the floor and deal with recyclables and garbage
  - c. **Time commitment once a month for 1 hour**

## Special Events Organization:

1. Holiday Market- **Main Coordinator Position - Carolyn - filled but additional helpers appreciated**
  - a. Coordinate with the vendors who want to participate in the Holiday Market - create email to vendors and Google form for application submission.
  - b. Keep updated sheets of vendors who sign up and confirm with the treasurer who has paid the fees.
  - c. Keep waitlist for cancellations
  - d. Make Poster in Canva (template available), Print and distribute throughout the valley - **help appreciated**
  - e. Advertising - facebook posts, valley events, posters- **help appreciated**
  - f. Church decorating- **1-2 hours - position filled - Philip and Kirk**
  - g. Setting up the church for the Holiday Market and being there for the vendors to set up on Friday night. **Time commitment on Friday 3-4 hours.**
  - h. **Time commitment on Holiday Market Day 6-7 hours**
  - i. "Day of" Help- Raffle table, selling tickets (**help for an hour or more if you like**)
  - j. **Total time commitment - various hours over a few months. Event planning typically starts in September, the Holiday Market is usually held on the 3rd Saturday in November.**
2. Fundraisers/Silent Auctions
  - a. This is asked for and directed by Tapestry's Board of Directors. Silent Auctions are typically held for specific fundraisers.
  - b. Put out a call for donations for the Silent Auction. Collect the pieces and coordinate with the donors the delivery.
  - c. Make up Silent auction Sheets for the bids.
  - d. After the auction closes, inform the winners and coordinate with Tapestry for the collection of the money. Once the money has been received, coordinate the item pick-up with the vendor.
  - e. **Time commitment - over the course of a month or two a few hours when it works for the volunteer. After the auction closes about 3-4 hours.**
3. Apply for permits as needed (Special Occasion Liquor License and Ticket Lottery Permit).
4. Decoration of Church: **Position filled - Philip and Kirk**
  - a. Dependent on the number of Special Events
  - b. can be done by one or a few events
  - c. decorate church and the tree in the foyer
  - d. **Time commitment: 3-4 hours, if materials need to be purchased, Tapestry will reimburse the cost.**

## **Market Creation Station:**

1. Setting up 45 min to an hr before market start.
  - a. Dress up (donated supplies, additions welcome)
  - b. Library (books have been donated, updated books will eventually be needed)
  - c. Art/painting/drawing (brushes, water containers, paper/variety of materials to create with)
  - d. Some seasonal set up and collection of supplies (pumpkin painting, fairy houses)
  - e. Blocks & Games
    - i. Creation station can be self guided for visitors or someone can oversee/support/teach
    - ii. Someone should check in periodically throughout the market to ensure space remains tidy and accessible
2. Coordinating supplies, ensuring materials are cleaned properly and replenished as needed
3. Cleaning up after market, 45 min. Storing supplies in the church storage space
4. **Total estimated time 6-8 hrs per week**

## **Children's Art Workshops** (Cathy Willians is willing to do monthly painting workshops looking for someone to add workshops and assist)

1. Coordinating with artist for supplies needed
2. Set space up
3. Advertise and coordinate child sign up
4. Greet and potentially oversee children during workshop, supporting artist as needed
5. Coordinate with Market Manager on space required
6. **Total estimated time 4-6 hours per workshop**

## **Farmers' Market Manager** - Position Filled - Kate - but extra support and more help is welcome. Please contact [market@unitedtapestry.com](mailto:market@unitedtapestry.com)

The North Mountain Tapestry ("NMUT") Market Manager is responsible for:

1. Representing NMUT to visitors and vendors at the Harbourville church
2. Organizing the operation of market and events
3. Organizing the operation of market and events (booking vendors, arranging vendor locations, optimizing the market setup and map, collecting fees from vendors)
4. Communication to the vendors and the board regarding sales, new vendors, music bookings and other overlapping information that is relevant to the success of the market



5. The North Mountain Tapestry (“NMUT”) Market Manager reports to the Board of Directors. The manager will have a direct reporting relationship with one or two directors and will be invited to board meetings.
6. The Market Manager will also have regular contact with:
  - Artisan Market Coordinator;
  - Website, Newsletter, Social Media and Advertisement Volunteers;
  - NMUT artists and vendors
  - NMUT customers/visitors
  - Farmer’s Market of Nova Scotia
  - NMUT Treasurer
7. Tapestry’s vision is to create a community that is socially connected, nurturing and supportive and honours and celebrates its culture and heritage. The Market Manager is encouraged to bring innovative ideas to the Board that will improve, expand and develop our benefits to the North Mountain Community.
8. Decision-Making-The Market Manager keeps the Tapestry Board of Directors informed of the progress of their work and consults with Directors on challenges and opportunities that arise and on actions that may have an impact on Tapestry policy. All issues of a sensitive nature are referred to the Directors for resolution.

**Time Commitment - 25-30 hours per week from June to Oct. Part time work from October to May to support planning and vendor recruitment**

**North Mountain Market Vendor recruitment (Position currently filled - Colleen)**

1. Farmers Market Vendor Recruitment to help NMUT to connect with high-quality vendors who align with our market goals.

**Time Commitment - to be discussed**

**Gift shop Coordinator**

1. Canvas for artisans
2. Maintenance of spreadsheet to monitor sales and artisans
3. Organize sales clerk for each market day and administer payouts to artists
4. Create and maintain appealing gift shop shelves
5. Create Promotional material for distribution by social media website volunteers

**Time commitment - dependent on the number of participating artisans. A min of 2 hrs per week seasonally**

**Heritage Committee lead - (position filled Pat)**

1. Historical research that honours and celebrates our North Mountain culture
2. Care of collections
3. Exhibit research, development and planning of exhibits

4. Setting up exhibits in the board designated areas (seasonal)
5. Organize occasional special events
6. Coordinate occasional fundraising and grant opportunities

Time Commitment - year round and dependent on subject of research and exhibit development. Exhibit set up 4-10 hours

**Heritage Committee Assistant - *(position filled Kate)***

1. Assist Committee lead in the above position as required