



VOLUNTEER COORDINATOR - SURFANA FESTIVAL

ABOUT SURFANA FESTIVAL

Surfana Festival is the ultimate surf festival located in the dunes of a national park by the Dutch ocean. The festival features an international music lineup, 60+ workshops, and a passionate community of volunteers. We embody nature, community, and creativity, offering a weekend of unforgettable experiences.

Are you an organized and people-oriented individual who thrives in a dynamic environment? Do you love bringing people together and ensuring they have a meaningful and enjoyable experience? Are you passionate about festival culture and looking to play a key role in making Surfana Festival a success? If so, you might be the perfect fit for our **Volunteer Coordinator** position!

KEY RESPONSIBILITIES

Surfana Festival is powered by an incredible community of volunteers, and as Volunteer Coordinator, you will be responsible for the planning, oversight, and coordination of our Volunteer Program. You will work closely with various departments to ensure a smooth experience for all volunteers while supporting the operational success of the festival.

Your responsibilities include:

- Overall Management and execution of the volunteer program.
- Managing volunteer applications and overseeing the selection process.
- Developing and implementing a clear schedule for all volunteers.
- Handling volunteer contracts and agreements.
- Maintaining regular communication with volunteers to ensure they are informed and prepared.
- Acting as the key liaison between volunteers and festival production teams.
- Providing guidance and support to volunteers before, during, and after the festival.
- Overseeing volunteers during the event to ensure shifts run smoothly and everyone feels valued.

- Running evaluations and gathering feedback from volunteers post-festival.
- Writing a recommendation for the role's development in future festival editions.

YOUR PROFILE

- Passionate about community with a drive to connect.
- Has strong communication and interpersonal skills.
- Proficient in Google Workspace, Excel, and project management tools.
- Strong organizational skills, detail-oriented, and capable of managing multiple tasks.
- Is passionate about events, teamwork, and creating a great festival experience.
- Thrives in a fast-paced environment and can adapt to changing circumstances.
- Loves being around people and embodies a positive, proactive attitude.
- Is flexible and available as a freelancer.

WHAT DO WE OFFER?

- A young, dynamic team passionate about festivals, music, nature and sustainability.
- Freedom to bring your ideas to life and grow your skills.
- Flexible working: 1 day a week from February to October, preferably on Thursdays, full time during build up, show days and breakdown of Surfana Festival (10-17 September)
- An inspiring work environment between the dunes or our cosy office in Haarlem.

Heads up: Surfana Festival is a foundation and we are not in a position to offer a competitive salary for this position. The role comes with a voluntary freelance fee.

Ready to make a difference? Send your CV and motivation letter in english to maya@surfana.com. *This Vacancy is open for applications until the 21st of March.*

SAVE THE DATE: Surfana Festival 2025 – 12, 13, 14 September

Learn more about us at surfana.com/festival.

Watch our [aftermovie](#) and get excited to make a difference with us.