



Volunteer Coordinator

Reports to: Vice President of Programs

Status: Part-time, non-exempt

Hours: 10 hours per week, specific days and times based on workload and availability; some duties may be performed remotely with supervisor's approval.

Job Summary:

Recruit, train, and supervise museum volunteers.

Essential Responsibilities:

- Recruit volunteers and expand the Museum's volunteer program.
- Train volunteers on their assigned duties, assisted by other Museum staff.
- Manage volunteer schedules, track and report volunteer hours.
- Solicit volunteer opportunities from Museum staff.
- Uphold the Museum's relationship with volunteers through regular and positive communications; plan and implement appreciation events and rewards.

Job Qualifications:

- Friendly, motivated attitude.
- Ability to work well with a diverse group of people.
- Computer experience, including proficiency with Microsoft Word, Excel and Outlook.
- Exceptional telephone skills.
- Ability to inspire teamwork and motivate volunteers.
- Strong organizational skills.
- Excellent written and verbal communication skills.
- Familiarity with business practices (letter writing, mailings, etc.).

Essential Functions (ADA):

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion: Substantial movements (motions) of the wrists, hands, and/or fingers is required.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to sit for up to 4 hours at a time.

- Ability to stand/walk for 2-4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____
(Employee, please print)

Employee Signature: _____ Date: _____