

Museum of Discovery

Part-time Volunteer Coordinator



Job Summary: The Volunteer Coordinator will administer all aspects of the museum's volunteer program including recruiting, training, and supervising volunteers.

Department: Education Department

Reports to: Guest Experience Manager

Education: Bachelor's degree in related field highly preferred.

Workplace Values:

We are looking for applicants who line up with and exemplify our company values:

- Imagination – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change – We are always open to new ways to improve employee engagement.

Special Skills:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.
- Proficient with Microsoft Office Suite or related software.

Job Responsibilities:

- Communicates with all departments to identify available opportunities and needs for volunteers.
- Recruits volunteer staff to fit these roles, using a variety of resources and techniques.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Communicates with volunteers to ensure placement is a good fit for the individual's skills and goals.
- Maintains files, records, applications, and other data concerning volunteer program.
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.
- Performs other related duties as required.

To apply send a cover letter, resume, and three references to Meghan Richards, Guest Experience Manager, mrichards@museumofdiscovery.org (no phone calls please).