

## **Job Opportunity: Volunteer Coordinator, Aurora Colony Historical Society**

**Hours:** 20 per week

**Status:** Permanent, Part Time

**Schedule:** Some flexibility with one Saturday or Sunday required weekly. Work during certain special events will be mandatory and occasional evening hours may be required.

**Pay:** \$13.00 per hour

**Reports to:** Executive Director

### **General Job Description**

The Volunteer Coordinator for the Aurora Colony Historical Society recruits, trains and manages the Society's volunteer and membership bases to fulfill our mission: "To promote interactive life-long learning by inspiring curiosity about, and preservation of, the heritage of the Aurora Colony."

The Volunteer Coordinator will staff the front desk one weekend day each week. Additional tasks may be assigned as determined by the Executive Director or Board.

### **Job Duties and Responsibilities**

#### Recruit Volunteers

- Promote volunteering through outreach to community, organizations, groups and individuals and use social media and online tools such as Volunteer Match to locate potential volunteers
- Schedule in-person interviews with possible recruits and manage the orientation process for new volunteers
- Create and/or maintain the volunteer application form as well as other documents related to volunteer management
- Regularly check volunteer email address, phone messages

#### Coordinate Volunteers

- Work with the ACHS staff, BOD and committee chairs to determine volunteer positions to be filled including: clerical, docent, maintenance, school program volunteers, as well as special event volunteers

- Train/instruct volunteer(s) on tasks to be performed including museum opening/closing and front desk procedures
- Provide written instructions/procedures to volunteer(s) as necessary
- Post volunteer schedule for reference during events
- Maintain a database of volunteers' contact information, interests, skills, and availability
- Maintain accurate records of volunteer hours, ACHS memberships, and museum attendance
- Manage volunteer budget and report expenses to Business Specialist
- Research and implement online volunteer management program, e.g. Google Calendar or Volgistics
- Carry out volunteer recognition/appreciation activities including thank-you notes, end of season school program picnic, recognition in newsletter and at the Society's annual meeting.

#### Work with Board and Staff

- Report to the Executive Director
- Communicate in a timely manner with museum staff and BOD as issues arise
- Attend staff meetings and additional meetings as necessary with board members and committee chairs to review volunteer needs and issues
- Generate monthly outreach and volunteer report
- Other duties as assigned

Interested parties should send a resumé and cover letter in PDF or Word format to [info@auroracolony.org](mailto:info@auroracolony.org).

Applications accepted until 5:00 p.m. September 6, 2017; interviews conducted week of September 10, 2017; position begins October 1, 2017.

Applications without cover letter and resumé will not be accepted.