

DISCOVERY CENTER MUSEUM POSITION DESCRIPTION

Position: Volunteer and Special Projects Coordinator

Status: Full/Part time

Position Purpose: The major focus of this position is to manage the volunteer program, Special event and programs.

Essential Function: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Works with all museum departments to assess museum volunteer needs and service capabilities, and recruits and schedules accordingly.

- Plans and implements volunteer recruitment campaigns to meet the needs of the museum.
- Ensures that accurate record keeping is done which will assist in collection of visitor statistics.
- Plans and executes Museum special events.
- Works in partnership with various community organizations to develop new partnerships and programs. Serves on the Week of the Young Child committee.
- Coordinates the Museum Auxiliary fundraising event and coordination of other fund raisers and events directed by Museum Executive Director.
- Coordinates art studio projects by ordering supplies and promoting the events.
- Coordinates the Mornings of Fun program by collaborating with RPD Therapeutic Easter Seals, etc. to reach families of special needs children, interacting with families, purchasing snacks and promoting museum accessibility.
- Proficiency in various software programs, including, but not limited to Microsoft Office (Word, Excel, Outlook), and Google Calendar.
- Possess the ability to select, train, supervise, retain, inspire, reward and schedule volunteers (youth, adults and groups) to provide additional museum staffing.

Qualifications:

- Bachelor's degree
- Excellent interpersonal, written, and oral communication skills
- Strong organizational skills
- Self-motivated
- Ability to work both independently and as part of a team
- Bilingual in English/Spanish is a plus

Applying: Please send cover letter and resume to sarahw@discoverycentermuseum.org