



## **Volunteer & Education Coordinator**

**The Volunteer Coordinator is a part-time position consisting of approximately 16-24 hours per week with an hourly wage of \$18 per hour. Special events may increase these hours. Candidates must be at least 25 years old, due to the requirement to drive/move REOTM vehicles within the collection.**

This position reports to the Office Manager.

### **Responsibilities:**

- Helps to recruit new volunteers, trains new volunteers, and helps to ensure that the museum is using each volunteer's specific talents.
- Supports volunteers by ensuring they have the supplies necessary to complete assigned tasks. Brainstorm with volunteers on new projects.
- Directs volunteers by laying out and prioritizing weekly tasks and projects. Answers questions about tasks and often joins in with volunteer work.
- Maintains ongoing communication with volunteers and interns via email throughout the week.
- Compiles and maintains volunteer files and records volunteer hours.
- Coordinates and records volunteer work done on vehicles and items in the collection.
- Maintains records on each vehicle.
- Makes purchases for volunteer projects and stays within assigned budgets.
- Assists the Office Manager and Executive Director with special events and programming as needed, particularly regarding recruiting volunteers for these events.
- Assists the Executive Director in supervising the internship program for the archive's collection and educational program development.
- Leads the development of educational programming, exhibits, and curriculum resources via collaboration with Ex. Director, museum staff, interns, and volunteers.
- Conducts and trains other staff, interns, or volunteers to conduct school tours.
- Other duties as assigned

### **Desired Qualifications:**

- 2+ years of experience coordinating volunteers, team members, or staff persons.
- 2+ years of experience in developing educational programming for a classroom or camp setting.
- Skilled in using Microsoft Word and Excel. Willing to be trained in using task-specific software such as our Square Point of Sale system.
- Excellent interpersonal communication skills and the ability to relate to diverse populations and cultures while communicating with staff, clients, and the public professionally and effectively.