



**Job Title:** Volunteer Coordinator  
**Job Status:** Part-time, Year Round  
**Start Date:** Immediate

### **Organization Profile**

Want to generate exciting opportunities to spark interest science and nature within children of all ages, empower passionate volunteers, and ignite powerful community partnerships?

The North Museum of Nature and Science enables knowledge of nature and science by inspiring individuals, engaging communities and connecting organizations. Founded in 1953 and remodeled in 2015, the Museum offers an engaging Explore Nature Gallery, Live Animal Room, Dinosaur Gallery, state of the art planetarium and an extensive collection of fossils, rocks, minerals, and birds.

With influence extending far beyond its walls, the North Museum is a leader in Lancaster's STEM (Science, Technology, Engineering, and Math) conversation. We serve over 12,000 students in more than 250 local schools every year through community-based programming like the Science & Engineering Fair, STEM Sisters, and in-school STEM career fairs and after school opportunities. The North Museum is dedicated to inspire ongoing education and learning for children and adults.

### **Overview and Job Summary**

The Volunteer Coordinator supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within the Museum to strengthen public and private programs and involve a community of supporters. The position is responsible for recruiting and interviewing volunteers, connecting volunteers with staff to mutually serve Museum needs, scheduling and communicating with volunteers, and recognizing volunteers for their invaluable help and dedication to the mission of the North Museum. This is a part-time position (approximately 20-25 hours a week) based out of the North Museum in Lancaster, PA.

### **Essential Functions:**

- Recruit, interview, screen and orient volunteers and recommend placement in mutually-beneficial assignments.
- Oversee volunteer-staff model of leadership and train staff and volunteers as necessary, assisting in the recruitment of volunteer chair prospects.
- Create, communicate and implement a process of responsibility for staff to seamlessly transition volunteers from new to active roles.
- Generate appropriate volunteer opportunities and role descriptions based on the needs of the organization and proactively recruit qualified prospects.
- Orient all volunteers to the Museum and review Volunteer handbook.

- Promote volunteering, internally and externally, through recruitment and publicity strategies.
- Ensure all volunteers receive thorough training from staff for their specific position and assignments.
- Provide continuing education for volunteers.
- Acknowledge volunteers by showing impact for their service and celebrating their partnership.
- Monitor, support, and motivate volunteers and their work.
- Manage a volunteer budget and related resources.
- Create and implement robust communications plan with current and prospective volunteers.
- Maintain accurate databases documenting all necessary contact and background information that represents the scope and breadth volunteer involvement.
- Manage volunteer department budget and resources, including the reimbursement of expenses.
- Ensure current legislation and legal policy regarding volunteerism is implemented.
- Research and update volunteer policies and procedures and update the Volunteer Handbook.
- Attend related committees meetings.

### **Required Experience**

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Accurate & Dependable.
- Self-starter mentality with excellent problem-solving skills.
- Proficient in Microsoft Office.
- Bilingual a plus.

Please send a resume, cover letter and salary requirements to [careers@northmuseum.org](mailto:careers@northmuseum.org).

The North Museum is an Equal Opportunity Employer.