

Wood County Historical Society
Volunteer Coordinator
Job Description

Purpose of Classification:

The purpose of the Volunteer Coordinator is to recruit, train, and manage the volunteers of the Wood County Historical Society. The Volunteer Coordinator will work to build relationships with community organizations and individuals and encourage the development of relationships among the volunteers of the society. The position will pay \$8.00 per hour and consists of 20 hours of work per week.

The Volunteer Coordinator will work directly for the Wood County Historical Society, a private, not-for-profit entity, and will not receive any compensation or benefits from Wood County.

Essential Functions:

Develop and assess recruitment programs to attract community members to our volunteer program

Respond to questions and calls concerning volunteer opportunities

Interview, screen, select, and orient potential volunteers and/or assist museum staff in this process

Develop, conduct, and assess training programs for new volunteers and refresher training courses for veteran volunteers, and/or assist museum staff in this process; develop and prepare educational materials for volunteer training

Work with museum staff to identify various needs for volunteers during day-to-day operations or special events

Plan and facilitate periodic volunteer meetings; coordinate special volunteer activities and appreciation programs

Assign volunteer tasks, supervise volunteers, and participate in their evaluation, or assist museum staff with this task

Represent the WCHS and promote the volunteer program through outreach activities and networking

Maintain files and records as required by program; maintain program statistics and prepare reports

May assist museum staff with other duties as assigned

Qualifications:

Relevant work related experience helpful, but not required

Strong verbal and written communication skills

Strong presentation skills

Strong interpersonal skills

Strong organization and coordination skills

Ability to work independently

Good decision making skills

Knowledge of Wood County community

Reliable transportation

Proficiency with computers and be familiar with software programs such as Microsoft Word, PowerPoint, InDesign or PageMaker, Excel, and database programs such as Access or FileMaker Pro.

If you are interested in applying, send a cover letter, resume, and three professional letters of recommendation to:

Volunteer Coordinator, C/O Christie Raber
Wood County Historical Society
13660 County Home Road
Bowling Green, Ohio 43402

Application deadline is September 19, 2008.

For more information:

419-352-0967

director@woodcountyhistory.org

Approved by the Board of Trustees
August, 2008