

## Los Alamos Historical Society

### **Job Title: Volunteer Coordinator**

**Department:** Museum Services

**Supervisor:** Executive Director

**Employment Status:** Half-time

**Salary Structure/Range:** \$15,600 - \$17,680

### **Job Summary:**

Following Board-approved policies and guidelines, the Volunteer Coordinator is responsible for recruitment, training, and scheduling of volunteers to serve in the Museum Shop and Museum Campus. NOTE: Volunteers serving in the Archives are provided specialized training and are scheduled separately by Archives and Collections staff.

### **Primary Departmental Duties & Responsibilities:**

- Communications (*Includes volunteers serving at the Archives*)
  - Ensures all volunteers receive timely information about organizational activities and events as well as identifying opportunities for additional participation;
  - Coordinates volunteer appreciation activities, for example, social gatherings and educational field trips.
- Training and Coordination (*May include an overview for volunteers at the Archives.*)
  - Trains all staff and volunteers for duties associated with Museum Campus facilities, customer service expectations, and other operational procedures;
  - With staff assistance, develops and updates a training manual as reference for volunteers, staff, and the Board;
  - Schedules trained volunteers so that Museum Campus facilities are adequately attended during all hours of operation;
  - Develops recruitment strategies to encourage volunteering;
  - Serves in the Museum Shop and/or as docent when necessary.

### **Organizational Duties and Responsibilities**

- Provides regular reports of services performed and other data required for use by the department, organization, and funding entities;
- Contributes to preparation and tracking of grants submitted by LAHS;
- Participates in, serves on, or assists with organizational trainings, meetings, committees, retreats, etc. in support of a department and/or LAHS;
- Performs occasional other duties as determined by the Executive Director.

### **Performance expectations:**

All LAHS staff are expected to:

- Perform satisfactorily according to annual organizational, departmental, and individual goals;
- Contribute to a customer-friendly, collaborative, and professional environment for staff and the public, e.g., by assisting as needed with any aspect of departmental – and occasionally organizational – activities;
- Adhere to schedules;
- Adhere to applicable state and federal laws and organizational policy, in particular, the elements of the LAHS Employee Handbook.

**Physical working environment:**

- Position is part-time;
- Workplace may be an office or retail setting at various multiple-storied locations, and/or outdoors as needed;
- Work requires evening and/or weekend hours.

**Qualifications and Key Competencies:**

- **Required:** Any combination of education, training, skills, experience, or technical abilities equivalent to:
  - Two (2) years experience in successfully organizing, training, scheduling, and leading a work team;
  - Appreciation for the importance and value of volunteers to the Society;
  - Strong interpersonal and customer service skills;
  - Excellent oral and written communication skills;
  - Computer skills including competence in the use of Microsoft Word & Excel;
  - Willingness and ability to work a varied schedule;
  - \*\*\*Possession or acquisition within 6 months of a valid U.S. state driver’s license, preferably from New Mexico;
  - \*\*\*The ability to lift and move materials up to 25 lbs. from one location to another;
  - \*\*\*The ability to climb stairs.

**\*\*\* These are considered essential functions of the job.**
- **Preferred:** : Any combination of education, training, skills, experience, or technical abilities equivalent to:
  - An AA in Hospitality Management or related field;

***Disclaimer: This job description is not designed to cover every duty required or working situation and can be changed or updated at any time.***