

**Position:** Volunteer Coordinator

**Status:** Part-Time, Temporary, Non-Exempt Employee

**Reports To:** Board President

**Location:** Children's Hands-On Museum of NW IL

**Job Summary:** The Volunteer Coordinator, recruits volunteers, provides direction, coordination, and consultation for all volunteer functions within CHOM. Must be able to work on site Wednesday through Friday (12 hours minimum) with other Volunteers scheduled for the Saturday shifts. (Rate of pay: \$10 per hour. Position is temporary and ends at the start of the 2019/2020 school year.)

**Key Responsibilities:**

1. Assist in recruiting, interviewing, processing and placing volunteers within the organization, as well as maintain volunteer records.
2. Provide activity reports on volunteer participation.
3. Participate in volunteer networking opportunities with volunteer centers.
4. Assist with group volunteer relations and placement from; schools, corporations, churches, civic groups, and chambers etc.
5. Maintain Volunteer Service Descriptions for each volunteer assignment.
6. Send confirmation and reminders to volunteers about placement and schedule. Work with volunteers to manage/assist field trip groups before they arrive and upon arrival to provide the best experience.
7. Facilitate distribution of information relevant to volunteers. Author written communications such as letters, volunteer instructions, or other media, as appropriate.
8. Other duties as assigned.

**Education and Skills Requirements:**

1. High School Diploma required, Bachelor's Degree preferred or equivalent experience

2. Minimum 1 year of experience in education or volunteer experience; non profit experience a plus.
3. Experience with fundraising and event planning a plus.
4. Proficient computer skills including Microsoft Office, or other marketing tools.
5. Excellent listener and communicator, who effectively conveys information verbally and in writing.
6. Strong organizational skills and the ability to prioritize projects
7. Ability to lift and carry 30 lbs., balance, stoop, and reach when required.
8. Sitting for extended periods of time.

### **Personal Characteristics:**

1. A creative and innovative thinker, willing to develop new ideas and improvements to benefit the team.
2. Team player who works cooperatively and effectively with others to set goals, resolve problems and make decisions.
3. Motivated self-starter with an exceptional and honest work ethic, who takes initiative with minimal supervision.
4. Enthusiastic, quick learner, eager to meet challenges and quickly assimilate new concepts.

Please return your resume and application to [info@chomnwil.org](mailto:info@chomnwil.org) or mail:

Children's Hands-On Museum of NW IL  
PO Box 366  
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