

## Fort Atkinson Historical Society Position Description

**Position:** Volunteer Coordinator

**Date:** November 2020

**Hours:** Part time: 18 hours a week; Tuesdays through Fridays, and occasional Saturdays.  
During museum's open hours, 9:30 a.m.-4:30 p.m.

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### **Purpose of Position**

To develop and manage our volunteer program to support daily operations and educational tours, as well as all special events and public programs, with an emphasis on recruitment of new volunteers and retention of all volunteers. This position assists director and assistant director with program planning and is responsible for coordinating all volunteers that support program implementation. This position reports to the museum director.

### **Essential Duties and Responsibilities**

The primary duties of this position follow. Other duties may be required and assigned by museum director as needed.

#### Volunteer Development & Management:

- Recruit, schedule, and train volunteers to support daily operations including Front Desk Greeters, Archive Assistants, and Volunteer Schedulers on Tuesdays through Saturdays.
- Recruit, schedule, and train volunteers to support all special events including, greeters, floaters, food preparers and serving assistants,
- Recruit, schedule, and assist the director with training all teaching assistants, gallery assistants, and tour group traffic coordinators to support youth and adult group tours scheduled by the director.
- Arrange for substitute volunteers, provide training updates
- Maintain monthly records of volunteer service by categories, etc.
- Actively retain volunteers through a series of daily, weekly, and monthly opportunities including conversations, phone calls, note cards, and to recruit new volunteers.
- Work with the director to create all volunteer training programs, checklists
- Contribute photos and text to the volunteer section of the society's quarterly newsletter.
- Work with director, board members, members, and volunteers to coordinate programs and special events to assure their successful implementation, including arranging volunteer staffing and training.

## Assisting with General Museum Operations

Because these tasks are critical to the overall operation of the museum, they will be performed by other staff members, as well

Answer phone and direct questions.

Assist in museum gift shop.

Greet visitors and introduce them to the facility as needed.

Ability to perform routine light maintenance and cleaning in office and kitchen areas.

Help with tours and tour traffic coordination as directed.

Open and close down museum complex as scheduled.

## **Physical and Mental Abilities Required**

Ability to work positively with other employees as a member of team.

Ability to prioritize assignments, organize and complete work in a thorough manner.

Ability to work with committees and delegate assignments.

Ability to communicate orally and in writing with the Director and all other personnel, volunteers, schools, customers, and visitors in a pleasant manner.

Ability to write well, which will be reflected in the production of newsletter articles, memos and letters.

Ability to perform addition, subtraction, multiplication, division and calculation of percentages.

Ability to operate and adjust common office equipment including computer, calculator, cash register, fax machine, copy machine, and or materials used in performing essential functions.

Ability to exert moderate physical effort typically involving some combination of stooping, lifting, carrying, and pushing.

The Fort Atkinson Historical Society is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the historical society will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.