Hoard Historical Museum

The Hoard Historical Museum and the Fort Atkinson Historical Society is accepting applications for a **Volunteer Coordinator/Office Manager.**
This part-time paid position works up to 18 hrs per week with a flexible schedule. Pay is $16 an hour.
Position leads and develops the museum's volunteer program plus manages the museum's office. Qualifications include an ability to maintain computer databases, work with a variety of people, be self-directed, detail-oriented, trustworthy, and have a positive "can-do" attitude. Equal Opportunity Employer.

Applications and position description are available at the Museum, Tuesdays through Saturdays, 9:30 am to 4:30 pm
or online at www.hoardmuseum.org
Deadline for submission of applications is December 19, 2025.

401 Whitewater Avenue, Fort Atkinson, WI. 920 397-9914 info@hoardmuseum.org

Fort Atkinson Historical Society
Position Description

Position: Volunteer Coordinator and Office Manager **Date**: October 2025

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.

Pay Rate: $16 an hour; no benefits

Purpose of Position
This position has two main areas: coordinating the museum's volunteers and managing the museum's office.

Volunteer Coordinator: The Hoard Historical Museum relies heavily on its volunteers for its daily tasks as well as special events and programs. The Coordinator/Manager has two primary volunteer-focused goals: to ensure that volunteers are engaged within the museum's activities and also feel appreciated and valued at the museum.
To succeed in accomplishing these goals, the Coordinator/Manager will develop and manage our volunteer program to support daily operations, educational tours, and public programs, with an emphasis on recruitment of new volunteers and retention of all volunteers. This position assists the director and assistant director with program planning and is responsible for coordinating all volunteers that support program implementation.
The volunteer coordinating tasks should take roughly 12-13 hours a week.

Office Manager: The Hoard Historical Museum's office is the activity hub for the entire organization. Maintaining the office's function is vital for the museum. The Coordinator/Manager will assist with the daily operations of the museum, including the gift shop, and to assist the museum's administrative staff with projects. The office manager tasks should take roughly 5-6 hours a week.

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.

<u>Volunteer Coordinator:</u>

- Recruit, schedule, and train volunteers to support daily operations including Visitor Services Greeters, Archive Assistants, and others for the museum's open hours
- Recruit, schedule, and train volunteers to support all special events including greeters, floaters, food preparers and serving assistants, plus volunteers needed for tour groups
- Maintain monthly records of volunteer service by categories, etc. Records are maintained in both physical and digital databases
- Actively retain volunteers through a series of daily, weekly, and monthly opportunities including conversations, phone calls, emails, and note cards
- Work with the director to create all volunteer enrichment programs
- Contribute photos and text to the volunteer section of the society's 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

Office Manager:

- Assist with maintaining computer database and records relating to the historical society's membership and coordinate membership mailings
- Maintain online calendar listings for tourism websites/databases plus the museum's physical marketing signage in town
- Sort and distribute mail plus receive and direct phone calls
- Maintain office supplies, as needed
- Operate typical office equipment and perform minor repairs and maintenance
- Order, receive, label, stock, and display merchandise in gift shop
- Work with the assistant director to maintain museum gift shop
- Lead year-end inventory of gift shop

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, private events, and public programs 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, emails, memos and letters
- Ability to operate and adjust common office equipment including computer, cash register, copy machine, and or materials used in performing essential functions
- Ability to use Microsoft programs such as Outlook, Word, Excel, and more
- 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.

Hoard Historical Museum

Application for Employment

Date _____

Last name _____ First name _____ Middle name_____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Birthday (to complete required background check)_____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? ❑ Yes ❑ No

Are you available to work Tuesday-Friday, year round, with the occasional Saturdays? ❑ Yes ❑ No

Are you available to work occasional evenings and Sunday afternoons? ❑ Yes ❑ No

If no, what hours are you available? _____

When can you start? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.) ❑ Yes ❑ No

If yes, please describe conditions. _____

_____

_____

Education

School Name and Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ❑ Yes ❑ No

Responsibilities _____

_____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ❑ Yes ❑ No

Responsibilities _____

_____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ❑ Yes ❑ No

Responsibilities _____

_____

Reason for leaving _____

Skills and Abilities

What other skills, qualifications, or experience should we consider?

_____

_____

_____

_____

Personal References: Please list three (nonfamily) references that we may contact

Name: _____ Phone Number: _____ Relationship: _____

Name: _____ Phone Number: _____ Relationship: _____

Name: _____ Phone Number: _____ Relationship: _____

I certify that the facts in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The museum is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with prior notice, and for any reason not prohibited by statute.

Signature_____ Date _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

To complete your application, please also attach your resume, a writing sample, and a cover letter.