



Volunteer/Event Coordinator

Position Responsibilities:

- As volunteer coordinator, this position will not only be supporting the needs of the museum based on current events but also will help the museum expand their volunteer programming. This is an exciting time of growth for the museum and this position is a key role in developing its community outreach.
 - Act as primary contact for museum volunteer program
 - Promote volunteer opportunities for events and on-going museum projects requiring volunteers.
 - Responsible for scheduling and tracking volunteer hours.
 - Work with other museum personnel as needed to determine volunteer needs, create any necessary training materials, and scheduling.
- Assist Marketing & Events Consultant (MEC) on all events, as follows:
 - Meet with MEC prior to each event (as scheduled) to review and discuss upcoming event details, and conduct any needed pre-event logistics
 - Assist with event promotions as needed (examples include, but not limited to: social media postings, flyer and/or marketing material distribution, event inventory shopping, etc.)
 - Attend each event as the onsite coordinator and point person, to include overseeing the set up and break down/clean up and lock up of buildings when appropriate.
 - Post event reporting: Following each event, submit an event summary to MEC per the event report summary sheet provided by MEC.
 - Attend monthly event committee meetings.

Applicant Qualifications:

- Candidate must enjoy working with the public and be comfortable in a fast-paced environment.
- Must be able to solve problems under pressure and handle situations pleasantly and with diplomacy.
- Must enjoy multi-tasking and making decisions on the spot when needed. Attention to detail critical, and creative thinking a plus.
- Supportive of the museum's mission to be a place of inclusivity for guests, volunteers, and employees.
- Experience soliciting volunteers, training volunteers, and/or group leadership a plus.
- Knowledge of Microsoft Office suite, Google docs, and database management strongly preferred.
- Familiarity with using social media platforms for promoting organizations preferred.

The Railway Village Museum recognizes that relevant education and life experience are equally valuable for this role and encourages applications from those with diverse backgrounds. The Railway Village Museum is an equal opportunity organization and does not discriminate based on race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability.