

SCIENCENTER POSITION DESCRIPTION **Volunteer Program Manager (2021-8-31)**

TITLE OF SUPERVISOR

Director of Programs & Partnerships

MAIN FUNCTION

Enhances the experience of Sciencenter guests by maintaining a regular cohort of enthusiastic floor staff volunteers, through ongoing recruitment, training, and supervision. This individual will also engage museum guests through hands-on science activities and demonstrations; work collaboratively with others on special museum projects including work-study placements, and assist on grant-funded projects.

RESPONSIBILITIES

Volunteer Recruitment and Training

- Coordinates Sciencenter volunteer recruitment across the organization, including long-term, short-term, and event volunteers
- Interviews potential candidates and provides regular orientation and training
- Oversees daily scheduling and evaluation of volunteers for Interactive Floor Programs; ensures coverage of special content areas, including Discovery Space, Touch Tank, and Animal Room, and oversees daily cleaning by volunteers
- Assists with special programs and events both on- and off-site (family science nights, sensory hours, special events) including volunteer recruitment and training
- Collaborates with Education team and other departments to develop ongoing specific content training
- Coordinates with Development department to recognize volunteer contributions
- Mentors and provides ongoing opportunities for professional growth for volunteers

Work-Study, Youth Employment, and Job Training

- Develops and maintains productive relationships with community partners to recruit, place, and mentor youth employees, job training placements, and work-study participants
- Manages work-study, youth, and community service participants in their role with the Sciencenter including appropriate follow-up with supervisors and support staff
- Develops work-study budget and schedule, and tracks hours and submits timecards

Other

- Facilitates Interactive Floor Programs and covers volunteer stations as needed
- Delivers weekend birthday parties, along with Guest Relations staff
- Supports other departments on special projects and initiatives, as appropriate
- Other duties appropriate to the position, as assigned

REQUIRED QUALIFICATIONS

- A passion for working with children, families, and adults in an informal science educational setting.
- Bachelor's degree in education, science, communication, or equivalent experience.
- Volunteer coordination/management experience, including: volunteer recruitment, training, scheduling, evaluation and recognition (1-2 years).
- Experience in project/program coordination and implementation (1-2 years).
- Experience working with youth/teens.
- Demonstrated ability to manage a team of staff or volunteers.
- Strong commitment to equity and inclusion and an ability to work with diverse communities and audiences.
- Excellent communication skills (including written, verbal, and cross-cultural).
- Excellent organizational skills.
- Collaborative, team oriented, and courteous.
- Flexibility, willingness to learn new things, openness to receiving feedback and able to respect differing viewpoints.
- Dependable, self-directed, proactive and resourceful, and comfortable working independently.
- Able to work, prioritize, and focus amid frequent interruptions.
- Computer expertise (Microsoft office, Google suite, video conferencing).
- Must be able to lift and move 20 pounds (folding tables, incoming mail, boxes of supplies, etc.)
- Available to work evening, weekends and occasional travel.
- Willingness to work directly with guests for a significant portion of each day.

WORKING CONDITIONS

We are working towards creating a more inclusive and equitable workplace and are looking for candidates who share our commitment.

Non-profit, informal educational organization. Fast-paced environment with many, varied, simultaneous projects. Must work well in both an individual and team setting.

TIME COMMITMENT

Part-time (25-30 hours/week) non-exempt position.

SALARY & BENEFITS

Starting salary is \$19.00/hour. Sciencenter benefits provided.

APPLICATION INSTRUCTIONS

To apply, please submit a resume and 1 page cover letter that highlights how your past experience, both formal and informal, has prepared you for this position.

Please send application as one PDF to: cfagan@sciencenter.org

Deadline for applications is September 20, 2021.

The Sciencenter is an Equal Employment Opportunity Employer