

Position Description

Position Title: Volunteer Coordinator/Education Specialist

Reports To: Director of Education

Type of Employment: Full Time

Status: Hourly (Non-exempt, eligible for over time)

Position Summary

Tohono Chul seeks a team-oriented, energetic and enthusiastic Volunteer Coordinator/Education Specialist who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Volunteer Coordinator/Education Specialist is responsible for the advancement of the volunteer program at Tohono Chul through the active recruitment, screening, orientation/training, scheduling and supervision of the volunteer corps. The Volunteer Coordinator/Education Specialist assists the Director of Education, the Docent Instructor, and at times the Director of Marketing, in interpreting Tohono Chul's mission for members, visitors and the community. She/he interacts directly and indirectly with the public on a regular basis and plays a key role in ensuring an exceptional visitor experience, both on and off-site. Duties involve leadership, planning, administration and supervision. This position requires occasional work on weekends, evenings, nights and holidays.

Essential Duties and Responsibilities

Administration

- Assessment, orientation, placement and scheduling of all volunteers and docents.
- Resource support for volunteers and docents.
- Promotion of effective working relationships and rapport between staff and volunteers.
- Planning and execution of recognition programs and events to honor volunteer achievements and improve opportunities for socializing.
- Maintenance of volunteer database and tracking of volunteer hours.
- Preparation and maintenance of volunteer publications and materials.
- Oversight of on and off-site educational programs such as guided tours, Eco-Stations and Speakers Bureau.
- Development and execution of recruitment strategies to build awareness of Tohono Chul's volunteer program while increasing the number of volunteers and docents.

Education

- Presentation of New Volunteer Orientation programs.
- Coordination of specialized volunteer training with department heads.
- Periodic assessment and retraining of volunteers through continuing education offerings.
- Involvement in interpretive sections of annual docent training program.
- Scheduling of regular Docent Continuing Education programs.
- Evaluation and enhancement of existing on and off-site children's educational programs.
- Collaboration with Marketing in development and presentation of mission-based outreach/tables events.
- Other duties as assigned.

The above description reflects the general details considered necessary to describe the principle function of this job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Education and Experience

- A Bachelor's degree in the social or physical sciences, museum studies or related field.
- Three or more years' experience in coordinating and supervising volunteers.
- Proven success in developing innovative volunteer programs.
- Familiarity with the flora and fauna of the Sonoran Desert.
- Knowledge of principles of environmental education and interpretive techniques as applied to an outdoor museum setting and/or experience as an interpretive guide, preferred.
- A Bachelor's degree in Education or equivalent in teaching experience a plus.

Knowledge, Skills and Abilities

- Strong organizational skills including time management.
- Excellent communication skills, both written and oral.
- Demonstrated interpersonal skills and ability to work effectively with volunteers and the public.
- Proficiency with Windows 7 and the Microsoft Office Suite; experience with desktop publishing a plus.
- Experience with off-server maintained volunteer scheduling program such as Volgistics, preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees work might require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to:

Penny Poynter, Director of Finance and HR at ppoynter@tohonochul.org