



1210 N Front St.  
Coos Bay, OR 97420  
541-756-6320  
[cooshistory.org](http://cooshistory.org)

## JOB POSTING

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**Position Title:** Volunteer Coordinator

**Part Time:** 16-20 hrs. /week \*

**Reports to:** Executive Director

**Rate of Pay:** \$13.00 plus; DOE

**Salary Classification:** Non-Exempt

**Opens:** Friday, 02/14/2020; **Closes:** Friday, 02/28/2020

**Start Date:** March 21, 2020

**To Apply:** Submit resume along with cover letter to Coos History Museum Attn: Volunteer Coordinator Search or email to [director@cooshistory.org](mailto:director@cooshistory.org)

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### **POSITION SUMMARY:**

**Primary:** The Volunteer Coordinator recruits, schedules and supervises volunteers providing direction, coordination, and consultation for all volunteer functions within the Museum. Will work with Curator, Education & Community Engagement Coordinator, Rental & Events Coordinator and Museum Store Operations to training and scheduling of volunteers.

**Secondary:** The Volunteer Coordinator functions as the Weekend Manager On Duty (MOD) during Museum hours on the weekends and as needed during the week to facilitate the smooth functioning of Museum Operations. Acting MOD spends an estimated 30% to 70% of time per shift away from assigned job title responsibilities due to daily museum guest and volunteer needs.

### **EDUCATION AND EXPERIENCE**

- Minimum High School Diploma & 3-5 yrs. experience demonstrating the ability to manage operations and people. BA in related field a plus.
- Current and valid Oregon driver's license
- 2-3 years of coordinator or manager level experience; managing people in a non-profit setting or related field a plus
- Customer or guest service experience
- Ability to work with volunteers of all ages

\*Will work on Saturday, Sundays and attend 1-2 hr. staff meeting per week.