

COLUMBIA RIVER MARITIME MUSEUM

Job Title: Volunteer and Group Visits Coordinator
Reports to: Education Supervisor
FSLA: Non-exempt - Part Time, Hourly
Salary Range: \$15 - \$17 per hour DOE

JOB SUMMARY – Visitor and Group Visits Coordinator

The Volunteer and Group Visits Coordinator is responsible for achieving volunteer service goals of the museum as developed and approved by the Education Supervisor and Education Director. This role coordinates the Volunteer Program. In addition to working with the education supervisor and education director, this position coordinates with all departments and the admin assistant. This position qualifies as hourly, part-time, 32 hours per week, Tuesday through Saturday.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following.

Volunteer Program

- Recruit, schedule, and onboard new and seasoned volunteers
- Coordinate volunteer opportunities including group visits, Docent tours, lightship Columbia maintenance, greeters, and docents, museum store, educational research, curatorial/collections, and additional need across all departments
- In conjunction with the Education Supervisor plan volunteer field trips, trainings, and annual awards and recognition events
- Sets and tracks recruitment goals with all departments
- Maintains accurate records pertaining to the Volunteer Program
- Submits monthly reports of hours and tours to the Education Director and monthly insurance reports to the Controller

Group Visits

- Communicates with schools and groups to schedule learning lab field trips or visits
 - Coordinates with on-site educators to offer and select visit dates and times
 - Works with admin assistant to finalize payments prior to group arrivals.
 - Assists Front Desk with planning for cruise ship visits and scheduling with onsite educators
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- Other duties may be assigned.

EDUCATION AND EXPERIENCE

High School diploma or equivalent is required.

ADDITIONAL QUALIFICATIONS

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- Experience working with volunteers in the nonprofit industry, volunteer management software, and data management
- Demonstrated problem solving and organizational skills
- Collaborative team player mind set
- Excellent communication skills

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use hands for tactile learning opportunities; talk or hear; and sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move materials up to 50 pounds.

Depending on seasonal visitation, this can be a very physical, active role., The employee could be outdoors in all types of weather during site visits; moderate noises (examples: business office with computers and printers, light traffic). During lower visitation seasons, the employee can expect to spend more time indoors and in quiet, research-focused environments. Accommodations for all aspects of this position are welcome.

The Columbia River Maritime Museum seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send a cover letter with salary requirements and resume to hr@crmm.org

- Excellent Benefits (Medical, Dental, Vision, EAP & more)
- 403(b) Retirement Plan with Employer Match
- Paid time off including sick leave, and vacation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the

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organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law