



Montana Natural History Center

Your Base Camp for Discovery

Our Mission is to promote and cultivate the appreciation, understanding and stewardship of nature through education.

Position Title: Volunteer Coordinator
Position Category: Part-Time Non-Exempt (average 20 hours/wk)
Start Date: March 2009
Salary: \$10.00/ Hour

I. **Scope of Position:**

Volunteer Coordination: works with the program staff to recruit and sustain volunteers for MNHC programs and staff and create an atmosphere of volunteer appreciation
Assist program staff with updating and improving website.

II. **Specific Responsibilities:**

Recruit and sustain volunteers for MNHC programs and staff:

- Participate in volunteer recruitment events to showcase volunteer opportunities such as the UM Volunteer Fair
- Maintain an updated list of volunteer opportunities
- Maintain current job descriptions for principal volunteer tasks and a list of those serving in these positions
- Work with program staff to supervise and provide evaluative feedback for volunteers as appropriate
- Consult regularly with staff and assist program staff in finding volunteers for programs and events
- Working with program staff, coordinate volunteer job opportunities, recruitment, screening, orientation and recognition of service
- Sustain a positive volunteer corps
- Create an atmosphere of volunteer appreciation
- Recruit, train and supervise interns and continue to develop MNHC's internship program
- Other duties as assigned

III. **Minimum Qualifications & Requirements**

- Proven computer skills including Word for reporting, Excel, File management software experience
- Proven oral communication skills both in person and on the phone & written communication skills. Proven organizational skills
- Valid drivers license, clean driving record and willing to use personal transportation (will be reimbursed for mileage)
- Must be a self motivator and be able to work efficiently both individually and as a team Individual will work closely with administrative assistant and other program staff
- Undergraduate degree in related field (or equivalent experience)
- Experience working with volunteers or interns preferred
- Experience as a volunteer or intern desirable

IV. Reporting Relationships

Reports to Education Director