



## Volunteer Coordinator & Programs Facilitator Job Description

**Category:** Part Time (Off Season, Full Time in Season)

**FLSA Status:** Non Except

**Pay Type:** Hourly

**Pay Range:** \$18.00 to \$20.00

**Schedule:** Variable schedule averaging 30 hours per week (20-off season, 40 in-season), some nights and weekends

### **Description:**

The Volunteer Coordinator & Programs Facilitator supports the Castle mission with the goal of providing a variety of community engagement opportunities through the development of a robust volunteer program as well as working with a team to execute and lead a variety of programs within the community. A key deliverable of this position will be the recruitment and placement of a diverse group of volunteers to support all aspects of the work happening at CPS. The Volunteer Coordinator & Programs Facilitator is also responsible for ongoing tracking of volunteer participation and organizing volunteer recognition opportunities. Additionally, they will work with the Public Programs Coordinator and Director of Education & Partnerships in order to coordinate the presentation of several programs throughout the year.

### **Qualifications:**

Excellent organizational, interpersonal, and communication skills (written and verbal) are required for this position. Strong presentation and public speaking skills are needed in addition to the ability and willingness to publicly share opportunities at the Castle with passion and vigor. The ability to work independently and as part of a diverse team are also important. Computer and Internet literacy, including Microsoft Office programs is required. Must have a valid driver's license. Experience working as a volunteer in a nonprofit or museum setting is also a plus. Previous experience managing volunteer team members is highly recommended.

**Essential Duties and Responsibilities** include but are not limited to:

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization:
  - Work with other members of the team to identify needs for volunteer assistance
  - Maintain job descriptions for all volunteer assignments
  - Conduct or arrange volunteer orientation and training
  - Schedule all volunteer activity in conjunction with identified operational and programmatic needs
- Develop and manage volunteer policies, procedures, and standards
  - Maintain accurate records and provide timely statistical and other reports on volunteer participation in database
  - Update Volunteer Handbook
- Recruit, interview, and place volunteers
  - Actively work with social clubs, schools, professional associations, etc. to promote the benefits and opportunities for volunteer service at the Castle – travel locally in support of recruitment efforts
- Provide ongoing support for volunteers
  - Organize and participate in volunteer recognition opportunities, including formal thank you events, informal recognition conversations, and ongoing reward and recognition programs
  - Act as the primary point of contact for volunteer communications and distribute relevant information to volunteers on a regular basis
- Oversee the execution and evaluation of public and school-aged programming
  - Undertake set up and break down for select programs
  - Act as the point person at select public programs
  - Work alongside volunteers at programs and events
  - Lead field-trip groups on-site
  - Travel to schools to lead in-school programs and assemblies
  - Execute virtual programs
- Other duties as assigned by the Director of Education & Partnerships and Public Programs Coordinator.

**To Apply:**

Interested applicants should submit a resume and cover letter via email or standard mail to:

[debbi@castleinthecLOUDS.org](mailto:debbi@castleinthecLOUDS.org)

or

Attn: Director of Education & Partnerships  
PO Box 687  
Moultonborough, NH 03254