Volunteer Coordinator
(Special Project, Part-Time scheduled for 20 hours per week)

ESSENTIAL DUTIES & RESPONSIBILITIES:
Performing some of the following will involve driving to various locations outside OMSI’s corporate headquarters:

- Respond to inquiries regarding volunteer service at OMSI.
- Maintain postings of volunteer opportunities on the OMSI website and other volunteer recruitment websites, and attend volunteer recruitment events. Promote OMSI’s youth volunteer opportunities to area high school students through direct communication with teachers and career services offices and outreach to organizations that serve youth.
- Interview prospective volunteers and determine placement.
- Complete reference checks and background checks for prospective volunteers.
- Conduct general orientation and training for new volunteers, and schedule them for additional training as needed.
- Oversee the implementation of the summer youth volunteer training program.
- Maintain accurate records for volunteers, including their contact information and hours of service, using Volgistics database, and follow up with absent volunteers.
- Plan and implement volunteer recognition activities.
- Recruit volunteers for special projects and events as requested by other departments.
- Prepare articles for the monthly volunteer newsletter.
- Provide recommendations regarding needs, issues and services for volunteers.

This position is ☐ non-exempt ☑ exempt, paid ☐ hourly ☑ salaried ☐ day rate
This position is ☑ regular full-time ☐ regular part-time ☑ special project, working 20 hours/week.

Working Conditions:

- Tuesday through Saturday schedule. Most time will be spent in an office environment, with some time spent in the OMSI shop.
- Physical Demands: 70% Sitting 25% Standing 5% Lifting/Carrying/Pushing/Pulling 10-30 Pounds

SECONDARY FUNCTIONS:

- Assume other responsibilities and tasks assigned by the Volunteer Services Manager.

KNOWLEDGE/SKILLS/ABILITIES:

BASIC REQUIREMENTS:

- Ability to effectively work independently and with teams on multiple, simultaneous, diverse tasks with attention to details, accuracy and process orientation.
- Demonstrated excellent interpersonal and customer service skills to work effectively with people of diverse ages, talent and background.
- Demonstrated excellent organizational skills and self-initiative to prioritize multiple projects in order to meet individual and Volunteer Services related deadlines.
- Ability to promote teamwork and collaboration.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Flexibility to modify work schedule as needed.
- Demonstrated genuine interest in the success and growth of volunteers and the program.
- Demonstrated excellent written and verbal skills, including presentation and public speaking skills.

EDUCATION & WORK EXPERIENCE:

BASIC REQUIREMENTS:

- Bachelor’s degree or equivalent combination of education and experience.
• Recruiting, screening, or training experience.
• Demonstrated experience working in a collaborative work environment and promoting teamwork.

PREFERENCES:
• Minimum 2 years experience with program coordination.
• Previous experience working with volunteers. Experience with Volgistics volunteer management software.

ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:

BASIC REQUIREMENTS:
• Valid driver’s license.
• Pre-employment and/or pre-duty checks, such as criminal background check, reference checks, requirements in the MVR Policy including passing the Motor Vehicle Record (MVR) check for non-CDL Driver’s Policy.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

• Please complete an OMSI employment application.
• If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
• If you send an application without specifying an open position, it will not be considered and we will not retain it.
• If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
• You have the option to include a resume of your work experience and a cover letter with your completed application.
• You must also meet ALL the basic requirements listed on our job postings.

Pay Range: $11.51-$14.10 per hour.
Position is open until filled.