

OREGON MUSEUM OF SCIENCE AND INDUSTRY

WORK-STUDY OPPORTUNITY

Title: OMSI Volunteer Services Support Liaison
Reports To: Dev Burgoyne, Volunteer Services
Position Type: Work-Study

Department: Volunteer Services
Unit: Science Education

SUMMARY OF POSITION:

The Volunteer Services Department at OMSI facilitates connections and coordinates our numerous volunteer and service programs. The Volunteer Service Support Liaison has three main roles: (1) support and facilitate volunteer dialogue and check-ins, (2) assist with volunteer supervision, and (3) support the coordination of special event communications and additional OMSI training offerings; such as brown bags, volunteer summits and informal restorative justice circles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with day-of-logistics during our interview fairs, new volunteer orientations and additional opportunities
- Maintain and contribute to a safe and secure environment for visitors and staff.
- Support the continual training, coaching, and supervision of OMSI volunteers.
- Model positive, appropriate and inclusive workplace behavior
- Assist with volunteer scheduling and communication
- Engage in the support of common daily volunteer needs
- Assist with planning and implementation of volunteer recognition and appreciation activities.
- Assist staff with applicant data entry and tracking using a volunteer management database.
- Support Volunteer Services staff with ad-hoc projects and/or the departments' strategic program development goals

QUALIFICATIONS:

- Able to stand for extended periods.
- Must be able to work at least one day during the weekend.

KNOWLEDGE AND SKILLS:

- Knowledgeable of nonprofit organizations, volunteer programs and community engagement
- Dependable, punctual, and willing to commit to a schedule.
- Self-directed and willing to take initiative and leadership.
- Must present a professional personal appearance.

EDUCATION AND WORK EXPERIENCE:

- Working towards a BA/BS
- Experience working with the public in formal or informal educational settings highly desirable.

HOW TO APPLY:

This position is only available to students who have been awarded Federal Work-Study funding as part of their financial aid package. To apply and submit your [online application](#), resume and cover letter, visit www.tinyurl.com/omsworkstudy.

OMSI is located at 1945 SE Water Avenue, Portland, Oregon 97202. For more information, contact Volunteer Services at 503-797-4615 or volunteerservices@oms.edu.