

Vacancy Announcement

Title: Volunteer Coordinator

Reports to: Director of Operations and
Waterfront Foreman



South Street Seaport Museum, located in a 12 block historic district, once the city's main port, is dedicated to preserving and interpreting the history of New York as a port city. The Museum has galleries and offices located throughout the historic Schermerhorn Row block, Bowne & Co. Stationers, Bowne Printers, Maritime Craft Center and Melville Galleries on Water Street, and a large fleet of historic ships at Pier 16 in the East River.

South Street Seaport Museum is currently seeking a **Volunteer Coordinator**. The Volunteer Coordinator is a key part of the robust and growing volunteer program at the Museum. Working closely with all departments and serving as an organizational point person for the volunteer corps, the Volunteer Coordinator supports the overall mission of the museum and facilitates the effective recruitment and management of volunteers, a critical asset to the museum's efforts and a key constituency.

Responsibilities:

- Officially communicate on behalf of the Museum to volunteers individually or as a corps.
- Work with all Museum departments and their unique volunteer and intern programs.
- Recruit volunteers. Establish and maintain positive relationships with volunteers and inspire dedication and involvement with the museum and its mission.
- Interview, screen, and place volunteers into programs, and handle human resources responsibilities related to the hiring, management and termination of volunteers.
- Record and manage volunteer data and profiles, which includes tracking volunteer hours spent on various projects.
- Work with the Development Department on various grants and initiatives, using volunteer data to solicit grants and donations and to increase the visibility and credibility of the Museum and its programs.

Qualifications:

- Broad and demonstrated experience in volunteer management.
- Ability to write and speak on a professional level to volunteers and third-party organizations. Experience with Volgistics, Constant Contact, Raiser's Edge and/or other data management software preferred.
- Experience with Excel, other Microsoft Office programs, and Google Docs.
- Basic inventory, accounting, and computer skills are required.

THOSE WITHOUT THE REQUISITE EXPERIENCE NEED NOT APPLY.

This is a part-time position at \$20 per hour, 20 hours per week. Time will be split as five days a week at four hours or four days a week at five hours, including at least one Saturday morning per month.

HOW TO APPLY: EMAIL RESUME AND COVER LETTER WITH "VOLUNTEER COORDINATOR 2015" IN THE SUBJECT LINE TO INFO@SEANY.ORG. NO PHONE CALLS, PLEASE.

SOUTH STREET SEAPORT MUSEUM IS AN EQUAL-OPPORTUNITY EMPLOYER.