



## **KID Museum Volunteer Manager**

### **About KID Museum**

KID Museum is an independent, mission-driven nonprofit serving 55,000 people annually. Our dynamic, hands-on, creative learning space serves as a resource for the greater DC region and a model for reimagining learning for the 21<sup>st</sup> century. A national leader in maker-based education, KID Museum seeks to empower kids with skills to invent the future with creativity, curiosity and compassion. Our programs integrate hands-on exploration of STEM, world cultures and global citizenship, with a focus on cultivating the skills and habits of mind to drive innovation. We reach youth from pre-K through high school, with a particular focus on elementary and middle school years, where research shows a precipitous decline in creativity and when large segments of the population (e.g., girls, African-American and Latino youth) begin to opt out of disciplines that unlock opportunity for personal and economic growth. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Overview**

KID Museum is seeking a full-time Volunteer Manager to coordinate and develop the Museum's growing and diverse volunteer pool. The Volunteer Manager will support the mission of the Museum through development and implementation of recruitment and training programs, coordination of volunteer scheduling, and organization of volunteer enrichment and events. The Volunteer Manager is also responsible for providing administrative support for the Volunteer Program, which includes email and phone communication and database management.

### **Essential Functions**

- Design and implement a new program to recruit, supervise and retain adult volunteers;
- Identify ways to improve our existing teen volunteer program and implement changes;
- Develop and implement training programs for all volunteers;
- Develop and implement an enhanced volunteer recognition program;
- Communicate regularly with volunteers on-site and through email and phone calls;

- Coordinate and host volunteer-related events;
- Schedule volunteers for required coverage for a variety of Museum programs and services including weekends and onsite and offsite events;
- Handle orientation/training, tracking, and monitoring of volunteer activities;
- Work closely with Director of Visitor Experience during development and implementation of programs;
- Develop deep understanding of KID Museum's educational philosophy in order to train and coach volunteers on facilitation strategies
- Collaborate with the Education Department when developing and training volunteers
- Manage budget of volunteer program;
- Communicate the mission of the Museum through tours, presentations and volunteer recruitment fairs;
- Communicate with the volunteers on a regular basis, individually and as a group, regarding training, scheduling, programs, and other museum updates;
- Maintain up to date records on all volunteers;
- Work with museum's Marketing Department to develop outreach programs to volunteers;
- Attend Museum events as required.

### **Minimum Qualifications**

- Passion for the mission of KID Museum;
- Master's Degree from an accredited college or university
- Minimum of 3 years experience as a Volunteer Coordinator or similar experience;
- Excellent interpersonal, persuasive and oral and written communication skills;
- Proficient in computer applications such as Microsoft Office and volunteer management software;
- Proficiency in Spanish preferred
- Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment;
- Effective time management and ability to adjust hours to accommodate the needs of the job;
- Excellent organizational skills and ability to prioritize tasks and work independently;
- Ability to work at least one weekend day, and evenings as necessary.

A successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. KID Museum is a fast-paced, growing, and technologically sophisticated nonprofit. Please send a cover letter and resume to [scott@kid-museum.org](mailto:scott@kid-museum.org).