



Position Description

Position Title: Volunteer Department Associate

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Position Summary: This full-time hourly position will be responsible for providing administrative and operational support in the Volunteer Department at MIM as described below.

Primary Responsibilities:

- Prepares and processes a variety of correspondence, reports and other materials (e.g. donation requests, team member and volunteer team member surveys, invitations, rsvp's, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Interacts with volunteer team members on a daily basis and oversees performance
- Responds to a wide range of program-specific and general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Compiles data (e.g. volunteer team member hours, milestones, participation, attendance, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Conducts interviews with prospective volunteer team members and assists in the onboarding and training processes.
- Coordinates assigned projects and/or program components (e.g. recruitment and training materials, application processing, arranging resources for training sessions and meetings, etc.)
- Maintains a variety of manual and electronic documents files and records (e.g. Volgistics databases, calendars, handbooks, and reports) for the purpose of providing up-to-date information and/or historical reference.

- Maintains inventory of supplies and materials (e.g. forms, office supplies, recognition gifts, uniform shirts, etc.) for the purpose of ensuring items' availability.
- Supports Volunteer Coordinator providing assistance with administrative and operational functions
- Helps plan and coordinate events for the volunteer team on a monthly basis.

Other Functions:

- Attends informational and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective communication and functioning of the program.

Qualifications:

- Prior experience working with volunteers a plus
- Ability to work a workweek that includes weekend days
- Ability to effectively and efficiently work on multiple projects in fast-paced environment
- Well-organized, detail oriented, creative, and resourceful, with strong spoken, written and interpersonal communication skills
- Computer skills – capable and efficient with Microsoft Word, Excel, PowerPoint and Outlook (experience working with electronic databases preferred)
- Must enjoy collaborating with team members from multiple departments
- Must be comfortable speaking to groups of all ages
- Must possess a professional attitude and be able to work well on a team

Other:

Hourly rate is \$16 – 16.50/hour

Qualified candidates should include cover letter and resume and apply by clicking on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=81438&lang=en_US&source=CC3&cclid=19000101_000001