



## **Community Outreach Coordinator**

**Reports to: Executive Director**

**Close Date: Open until further notice**

### **PRIMARY PURPOSE**

Gilbert House Children's Museum welcomes over 95,000 visitors annually and relies on community relationships to fulfill its mission.

### **KEY JOB ELEMENTS**

The Community Outreach Coordinator assesses and helps to meet the Museum's needs through the recruitment, placement and retention of volunteers, maintains and grows Gilbert House internship program, works with individual and teams of volunteers to maintain safe and inviting grounds, and actively builds relationships with community partners through participation in outreach events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### ***Volunteer Program***

- Recruit, train, supervise, evaluate and thank volunteers for all departments in order to maintain adequate staffing assistance and provide visitors with a quality experience.
- Work with Education Coordinator to fulfill volunteer need to support summer camp programming.
- Work with Signature Event Planning Team to recruit, coordinate, supervise and thank volunteer support for signature event prep and day of activities.
- Oversee tracking of volunteer hours, maintaining required timesheets and entry of volunteer hours into Altru database for grant purposes and determining effectiveness of the volunteer program.
- Create/update volunteer job descriptions and the volunteer handbook to maintain an informed volunteer base and updated/streamlined program.
- Conduct background checks on volunteer applicants.
- Conduct volunteer training in accordance with the assigned task needs.
- Work with community partners to develop, implement, and maintain mutually beneficial internship opportunities.

#### ***Outreach Events and Efforts***

- In partnership with the Promotions Coordinator, determine which community events would be most beneficial for the museum to participate in.
- Work with the Education Coordinator to prepare activities for community outreach events.
- Work with Promotions Coordinator for promotional materials at community outreach events.
- Coordinate volunteers to staff the Museum's participation at community outreach events.
- Respond to donation requests from qualified organizations by sending passes or preparing gift baskets.

#### ***Facilities and Grounds***

- Ensure the grounds of the museum are inviting and welcoming by organizing volunteer efforts to maintain garden beds and plants inside Gilbert House gates.
- Coordinate volunteers to work with Museum Staff to support sanitation of props.
- Work with Executive Director to determine work that is beyond the capacity of volunteers and needs to be completed by an outside contractor.

## **OTHER DUTIES AND RESPONSIBILITIES**

- May serve as Manager on Site
- Performs other duties as assigned

Applicants must be 18 years or older, be able to climb stairs, lift up to 25 pounds, have reliable transportation and pass a background check. The Museum is open Tuesday – Sunday, 10am to 5pm (September – May) and Sunday – Saturday, 10am to 5pm (May – September). Weekend and evening work is required. This Leadership Team level position is full-time at \$20-\$23/hour (based on experience) and includes benefits. Please send cover letter, resume, and three professional references to [resumes@acgilbert.org](mailto:resumes@acgilbert.org) or by US Mail to: Gilbert House Children's Museum, ATTN: Executive Director, 116 Marion St NE, Salem OR 97301