

**THE JEWISH MUSEUM**  
**JOB DESCRIPTION FORM**

**DEPARTMENT:** Human Resources

**JOB DESC. DATE:** April 2010

**TITLE:** Volunteer Coordinator

**FLSA STATUS:** Non-Exempt

**SUPERVISOR:** Director of Human Resources    **SCHEDULE:** 2 Days/Week

**SUMMARY:** Responsible position coordinating museum volunteer program and planning for its future development. Work closely with museum staff, Volunteer Association officers, prospective volunteers, and colleagues at other museums and related institutions.

**DUTIES AND RESPONSIBILITIES:**

**ESSENTIAL JOB FUNCTIONS:**

- Identify new volunteer opportunities. Recruit, screen, and orient new volunteers;
- Troubleshoot and resolve issues regarding volunteers and supervisors;
- Manage annual volunteer evaluation and yearly contracting process;
- Liaison and staff support to Volunteer Association including assisting Board President and officers with Association events, newsletters, and related programs;
- Organize the annual volunteer recognition event;
- Research and develop a strategic plan for TJM's volunteer program to address the aging of the current volunteers and the reduction in available volunteer opportunities;
- Liaison with volunteer coordinators at other New York City museums;
- Handle administrative tasks including maintaining Access database, tracking attendance, preparing tax statements of volunteer service, and maintaining volunteer lounge.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Work with Human Resources Department staff on related projects;
- Other duties as assigned.

**JOB QUALIFICATIONS (including physical requirements):**

- Prior experience managing volunteer and/or internship programs preferred;
- Prior management and supervisory experience;
- Excellent organizational, communication, and interpersonal skills;
- Good computer skills including Access and Microsoft Office;
- Prior museum and/or non-profit experience a plus.

**Send Resume with Cover Letter To:**  
**Director of Human Resources**  
**The Jewish Museum**  
**1109 Fifth Avenue**  
**New York, NY 10128**  
**Email: [Jobs@TheJM.org](mailto:Jobs@TheJM.org)**  
**Fax: 212-423-3232**

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