Title: Volunteer Coordinator

Reports to: Dir. of Education North Campus
Status: part-time, year round
Salary: commensurate with experience

Position Summary: The Volunteer Coordinator /Educator will perform all duties associated with volunteer management including recruitment, scheduling, training, and supervising. This individual will also serve, as an educator by presenting floor demonstrations, presenting scheduled programs as needed, and assisting with all other functions of the education department as requested. Candidates interested in this position must be reliable, punctual, thorough, and enthusiastic. They must be available to work weekday mornings, some weekends and evenings.

Primary Duties and Responsibilities as volunteer coordinator:

- Organize and maintain volunteer records; reporting numbers on a monthly basis
- Recruit volunteers
- Train volunteers on a variety of tasks
- Schedule volunteers to perform a variety of tasks at special events and programs
- Provide letters of recommendation for volunteers as requested and when appropriate
- Respond to volunteer inquiries
- Interact with kids throughout the day
- Follows all organization policies and procedures
- Organize and administer volunteer recognition
- Other duties as assigned

Primary Duties and Responsibilities as educator:

- Perform science demonstrations to the general public on days with high attendance and special events
- Assist with writing camps and programs
- Assist with presenting classroom programs
- Act as a team member for the education department by providing assistance in any capacity as is reasonably requested

Required Education, Skills, Knowledge and Abilities:

- Strong understanding of scientific concepts
- Ability to do science demonstrations to a variety of audiences
- Must be outgoing and enthusiastic
- Experience working in an educational organization in a teaching role

- Ability to work independently and as a team member
- Ability to supervise and interact comfortably with teen volunteers
- Ability to interact professionally with others and represent the museum in a positive manner
- Valid NC Driver's license
- Excellent organizational and communication skills

Preferred Education, Skills, Knowledge and Abilities:

- Experience working with volunteers and or volunteer management
- Bachelor's degree in science, education, or related field or equivalent experience.

Essential Physical Functions:

Must be able to sit on the floor, kneel, bend, stoop, reach overhead, lift up to 30 lbs., and must be able to communicate orally

A cover letter and resume are required for this application

Please direct all inquiries and complete paperwork to Kelli Isenhour, Director of Education, kisenhour@sciworks.org. All applicants must submit to a drug test, criminal background check, and reference check as part of the pre-employment process.

Position open until filled.

To Apply:

Send a cover letter of interest and a current resume to
Kelli Isenhour
Director of Programs and Education
Kaleideum, North Campus
400 W. Hanes Mill Rd.
(336) 714-7106