



Education/Volunteer Specialist

The Wenatchee Valley Museum & Cultural Center (WVMCC) fosters dynamic connections to the history, cultural traditions and arts of the Wenatchee Valley. A vibrant mid-size museum, the WVMCC is a vital hub for creating community connections with our region's unique heritage, sciences, arts, and cultural diversity through creative, interdisciplinary programs, exhibits, and publications. The WVMCC seeks an experienced, collaborative, and innovative educator to strengthen and grow the Museum's education and programming initiatives.

The Education/Volunteer Specialist supports the coordination and implementation of all Education Department activities related to school and tour group visits to the Museum, education programs and events, summer programming, youth and family programming, classes and other critical educational programs. This position also assists in coordination of the Museum's volunteer program, which includes helping to maintain and update its volunteer database, use established procedures to count volunteer hours, report those hours monthly, assist with volunteer training and special events for volunteer recruitment, and appreciation.

Organizational Relationship: The Education/Volunteer Specialist reports to the Curator of Education and Programs and works collaboratively with other Education Department staff, as well as staff across all Museum departments.

Position Duties & Responsibilities

- Teach educational programs for children and adults visiting the Museum, including but not limited to camps, school groups, and workshops.
- Assist in processing and tracking school registration data and providing administrative support for education programs as needed. Administrative support may include but is not limited to: receiving and processing email and telephone inquiries from educators, inputting group visit and/or registration data into our database; processing group payments; preparing confirmation letters and packets for mailing; answering voicemail, email and phone; preparing reports on group visit statistics; and preparing and distributing evaluation forms.
- Coordinating requirements of guest artists and facilitator's needs by providing resources, and logistic and administrative support.
- Communicate with teachers and volunteer/other presenters about Museum programs.
- Work with Marketing Department to ensure best communication to teachers and other program participants via website and social media.
- Assist with set up, organization, and upkeep of classroom spaces and education supplies.
- Coordinate with the Museum's facility department to ensure accurate and timely onsite set up for education programs and events.
- Support coordinating instructors' participation in Spring Break and summer camps: including coordinating instructors, managing registration and check-in process, and supporting onsite coordination.
- Support activities associated with the Museum's MakerSpace programs, including working with outside partners and recruiting and training program volunteers.
- Maintain volunteer database, including track volunteer hours.
- Help recruit and train new volunteers for every Museum department.
- Support and co-lead volunteer appreciation events and activities.

- Assist in day-to-day operations of all Museum education and volunteer services programs as assigned, including coordination, schedules, venues, and resources.
- Provide exceptional customer service to all of our guests including visitors, volunteers, school groups, camp participants, parents, and internal clients.

Supervisory Responsibility: Not a supervisory position. May train, recommend, or lead the work of interns, volunteers, work study students, contractors, or temporary staff. Communicates with other staff for the efficient operation of Museum education and volunteer services program.

Intrapersonal Contacts: Interact in a professional and respectful manner with staff and the public while providing positive customer service. Regularly represents the Museum to the general public, contractors, vendors, agencies, volunteers, and community organizations. Requires the ability to create effective, cooperative relationships with others which promote a positive work atmosphere and image of the Museum.

Physical and Mental Capabilities: Must be able to attend work on a regular and dependable basis. Requires lifting, exerting force and moving objects from 5 to 15 pounds. Ability to sit and stand, reach overhead and horizontally. Regularly use telephone, personal computer, museum database, copy machine, audio-visual equipment and digital camera.

Job Conditions: Normally works a 24-hour week, generally Tuesday through Saturday with regular breaks and a one-hour unpaid lunch time. Will be required to work evenings, weekends, holidays and extended hours occasionally for internal programs and events. Regular hours may be adjusted to accommodate evening and weekend work.

Education/Experience/Skills

- BA in education field, equivalent experience, or currently enrolled in college program
- Bilingual Spanish/English strongly desired Strong MS Office skills, especially in Word and Excel
- Excellent verbal and written communication skills
- Ease with technology essential (data collection programs, media and audio production, iPad, etc.)
- Knowledge of or work experience with public schools a plus.
- Knowledge or experience working in informal education environments (youth programs, camps, YMCA, museums, etc.) helpful.
- Flexible schedule with, occasional evenings.
- Proactive, self-starting, resourceful, team member
- Ability to handle stress and stay organized, focused, even-tempered and congenial when faced with multiple deadlines; ability to provide effective customer service for internal and external clients
- Strong organizational skill and attention to detail with the ability to create and maintain multiple documents and spreadsheets for tracking

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Compensation: Starting pay is \$17-\$19 per hour. No overtime is permitted. Annual cost of living increases may occur. Benefits include paid time off accrual, paid holidays, potential for professional development.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

To Apply: Interested candidates should apply by submitting a cover letter and resume to the attention of Anna Holman, Curator of Education & Programs.

Email: aholman@wvmcc.org

Mail:
Wenatchee Valley Museum
Attn: Anna Holman
127 S. Mission St.
Wenatchee, WA 98801

Initial review of candidates will begin November 10, 2020 and will remain open until the position is filled.