



Wenatchee Valley Museum & Cultural Center

CURRENTLY HIRING Education and Volunteer Services Program Coordinator

About the Organization

A vibrant mid-size museum, the Wenatchee Valley Museum & Cultural Center is a vital hub for creating community connections through creative programs, exhibits, and publications.

Our mission is to gather, engage, and educate people to celebrate and preserve the history, arts, sciences, and rich diversity of our region. The Museum's vision is to be a place of excitement and relevance that inspires and transforms the community.

The Position

The Museum seeks an individual enthusiastic about education and volunteerism to enrich the community's cultural knowledge and history throughout the region.

This position supports the coordination and implementation of all Education program activities related to School Group and tour group visits to the Museum, Education programs and events, summer programming, youth and family programming, classes and other critical educational programs.

This department 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, and assist with volunteer training and special events for volunteer recruitment, and appreciation.

The ideal candidate will be a solutions oriented person who brings a proactive and uplifting energy to this amazing team. They are someone who delights in learning, coordinating, and facilitating educational experiences for children and adults alike.



Key Responsibilities

- Processing and tracking all school and volunteer registration data and providing administrative support for all education programs as needed.
- Coordinating, planning, facilitating, supporting camps, tours, adult classes, field trips, film series and community programs.
- Communicate with educators about in-museum programs, book contracted teaching artists, and serve as intermediary for information sharing about school groups' curricular interests.
- Coordinating, planning, facilitating, supporting camps, tours, adult classes, field trips, film series and community programs.
- Assist with and set up procedures, organization, and upkeep of classroom spaces and education supplies.
- Coordinate with all museum staff and departments to ensure accurate and timely onsite set up and facilitation for education & programs.

Hours and Environment

20 - 24 hours weekly. \$16 - \$19/hour

Health stipend, IRA, Vacation, Sick Leave
Paid Holidays, Professional Development

We offer an enriching, supportive and collaborative work environment.

WANT TO LEARN MORE?

Visit wenatcheevalleymuseum.org under employment opportunities
email: JJohnson@wvmcc.org