



Position Description and Application Instructions for:

Volunteer Program Director

The Ward Foundation seeks a new Volunteer Program Director to oversee, run, and grow the volunteer program at the Ward Museum of Wildfowl Art, Salisbury University.

The Volunteer Program Director coordinates all elements of volunteering at and on behalf of the Ward Museum. The role involves assessing and meeting the Ward Museum's needs through the recruitment, ongoing training, placement, and retention of volunteers.

Duties Include

- Coordinating with Ward Museum staff to assess department needs and assign volunteers as appropriate. This includes but is not limited to recruiting volunteers for major events, docent shifts and museum tours, carving demonstrations, and other annual and periodic events and activities as needed.
- Training volunteers and providing enrichment in collaboration with Museum staff. This may include but is not limited to: new recruit training, docent training, general training in the field of interpretation, providing information on changing exhibits and upcoming events, providing information on and access to enrichment activities such as volunteer field trips and off-site training opportunities.
- Periodically reviewing and updating volunteer training materials
- Updating and maintaining a database of volunteers, and potential sources for volunteer recruitment
- Engaging in outreach activities to recruit new volunteers at the individual, organization, and corporate levels
- Composing and distributing a monthly newsletter to volunteers
- Composing and distributing thank you letters for service, and organizing annual volunteer appreciation events
- Other duties as assigned

Reporting

The Volunteer Program Director reports directly to the Deputy Director, and is the staff lead for the Ward Museum's Volunteer Committee.

Requirements

The Volunteer Program Director must possess an associate's degree or higher, have at least three years' job-related experience (such as working in a Museum or nonprofit, managing volunteer programs, leading teams and/or organizations), and be comfortable managing and overseeing a large and diverse team of volunteers. The Volunteer Program Director must also have experience as a volunteer.

Other Qualifications

The Volunteer Program Director must be proficient in Microsoft Word, Excel, and Publisher, and be comfortable with general internet usage. Additionally, the position requires proficiency in record-keeping skills, and the ability to organize and plan multiple projects or tasks at once. The Volunteer Program Director must be able to conduct their self in a calm and professional manner when dealing with the public, and be enthusiastic about community outreach.

Hours and Compensation

The Volunteer Program Director position is a full time exempt position and requires flexibility in scheduling. Occasional evening and weekend hours will be required.

To Apply

Applicants should send their resume or CV, along with a cover letter, to the Hiring Committee at wardadmin@salisbury.edu. Please write "Volunteer Program Director Search: [Your Last Name]" in the subject line.

Applications will be accepted April 8 – May 10, 2019.

For more information on the Ward Museum of Wildfowl Art, Salisbury University, visit www.wardmuseum.org or find us @WardMuseum on social media.