Volunteer Program Coordinator
($15 - $20 per hour)

Pretend City Children’s Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children’s Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

In line with our goals, we are currently seeking an experienced mission driven Volunteer Program Coordinator to support and partner with our team by engaging teens, adults, and corporate and community groups to grow and maintain a dynamic and effective volunteer program. The Volunteer Coordinator is responsible for creating a positive, energetic, and welcoming experience for the volunteers by providing a comprehensive and meaningful volunteer program.

**Essential Functions:**
- Coordinates, promotes, and advances a wide range of volunteer and internship opportunities within the organization
- Recruits volunteers and interns in conjunction with the needs of the organization
- Leads regularly scheduled orientation and ensures a smooth and rewarding on-boarding process experience for volunteers and interns
- Oversees the day-to-day operations of the Volunteer Program and ensure quality of volunteer experience through placement and project oversight and quality control
- Provides ongoing evaluation of volunteer engagement and program goals to sustain the mission of Pretend City Children’s Museum through the participation of volunteers
- Manages all volunteer recognition and appreciation activities
- Maintains volunteers’ and interns’ records and database

**Qualifications/Requirements:**
- Minimum two years of administrative experience, nonprofit and/or volunteer program management preferred
- Bachelor’s degree, preferred in job-related field
- Strong analytical and organizational skills with the ability to deal with numerous priorities simultaneously
- Sound decision-making and excellent problem-solving skills
- Demonstrated ability to understand and follow instructions and carefully review work for accuracy
- Must be confident in public speaking and have excellent written and verbal communications, and strong presentation skills
- Excellent interpersonal skills and proven ability to network collaboratively are essential
- Ability to take initiative and be enthusiastic in facing new challenges
- Ability to handle sensitive information with integrity and maintain a high level of confidentiality
- Demonstrated high level of proficiency with computer equipment, Microsoft Office, Powerpoint, Outlook, and database management software
• Resiliently positive and energetic attitude, with the proven ability to be flexible and successfully work on a team and independently

Application Procedure:
To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to jobs@pretendcity.org. Please include Volunteer Program Coordinator in the email subject line. Thank you.