



**Volunteer Coordinator – Full-time
(\$18.00 - \$23.00 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 Coordinator to provide the overall administration of Pretend City's Volunteer, Internship, and Youth Leadership Council (YLC) programs. The Volunteer Coordinator is responsible for the care and cultivation of volunteers and interns including but not limited to recruitment, trainings, corporate group engagement opportunities, on-going daily support, and recognition.

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 and Internship programs and ensure quality of volunteer and intern 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 Coordinator** in the email subject line.

Pretend City Children's Museum is proud to be an equal opportunity employer and is committed to actively seek a diverse pool of qualified candidates. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable law.