

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Historic St. Mary's City is looking for a full-time Contractual Volunteer Coordinator.

HSMCC consists of over 850 acres with 2 miles of coastline along the scenic St. Mary's River, encompassing 15 exhibits of historical and educational significance. HSMCC was Maryland's first Capital, spanning from 1634-1695 before relocating to Annapolis.

HSMCC offers a safe, exciting, and educational environment in which to work with a dedicated team of professionals.

Job Summary:

Reporting to the Personnel Ombudsman, the Volunteer Coordinator oversees nearly 300 volunteers involved in daily and long-term volunteer support of museum operations. Working closely with HSMCC staff, the Volunteer Coordinator will work to expand the museum's volunteer corps and maintain regular communication, scheduling, training, and recognition for volunteers. As needed, the incumbent will coordinate and might be called on to provide direct oversight of volunteers during evening or weekend events or programs. The Volunteer Coordinator is responsible for the internship program that runs through St. Mary's College of Maryland.

Essential Functions:

- Responsible for direct and indirect supervision of volunteers working in collaboration with other HSMCC staff.
- Engage in active recruitment of volunteers. This will require the individual to pursue volunteers within the community using in-person, social media, and ad-based solicitation.
- Oversee regular recruitment and placement of new volunteers to support all areas of HSMCC operations.
- Regularly evaluate and improve training and retention practices to ensure volunteers are successfully working with museum staff.
- Communicate regularly with staff and volunteers to ensure current operational needs are met, and provide volunteers with an intellectually stimulating and welcoming environment.
- Working with HSMCC staff to solicit and coordinate volunteer schedules in support of visitor operations, including large scale special events, weekend, or evening programs.
- Maintain tracking system of volunteer contact information and hours completed for all areas of museum operations. Provide HSMCC staff and volunteers with requested reports.

Additional Responsibilities:

P.O. BOX 39, ST. MARY'S CITY, MARYLAND 20686

Wes Moore, Governor John L. Seidel, Ph.D., Executive Director Rear Admiral Tim Heely, USN (retired), Chairman

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- Establish and the maintenance of relationships with community groups and professional organizations to coordinate and expand the volunteer program.
- Work with the Marketing Director to create marketing materials for use in expanding HSMCC's volunteer program.
- Oversee use of funds allocated to support HSMCC's volunteer program.
- Perform other volunteer related duties as assigned.

Requirement knowledge, skills, and abilities:

- Reflect a positive, enthusiastic, and professional demeanor, and possess excellent communication, presentation, and interpersonal skills with a wide range of ages.
- Reflect a flexible and creative ability to think on your feet to resolve situations.
- Experience in oversight of volunteers or interns, and a willingness to inspire others.
- Excel at organization and possess the ability to use office equipment including but not limited to; computers, internet and social media, fax, scan, copier, e-mail systems, word processing and database software.
- Knowledge of personnel management, public speaking skills, and techniques.
- Self-motivated

This is a contractual position with a salary range of \$41K - \$50K per year, with certain limited subsidized health insurance and an opportunity to participate in a 401 (k) plan.

HSMC is an affirmative action/equal opportunity employer.

The position is open until filled.

To apply:

Please send a letter of interest, resume, and three references to:
Porzia Purves, Personnel Ombudsman at Porzia.purves@maryland.gov

Or mail to:
Porzia Purves, Personnel Ombudsman
Historic St. Mary's City
P.O. Box 39
St. Mary's City, MD 20686

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