## **JOB DESCRIPTION**

**POSITION:** Volunteer Coordinator

**REPORTS TO:** Sr. Director of Visitor Experience

**LOCATION:** Aboard the USS Hornet Museum, Pier 3, Alameda, CA

Aircraft Carrier Hornet Foundation preserves and honors the legacy of the USS Hornet, a national historic landmark, and its role in naval aviation, the defense of our country, the Apollo Program and exploration of space.  The USS Hornet Museum connects the greatest generation of Americans with future generations, educating and inspiring them to meet their challenges.

As a modern marvel of technology for its era, the Hornet provides the ideal platform for public education in the areas of science, technology, engineering, and mathematics (STEM), aviation, space exploration, naval history and topics of general historic interest. Hornet is the most authentically restored aircraft carrier museum in the United States, offering an exceptional venue for unique education, event, and entertainment experiences. Goals for the museum include:

* Chronicle the achievements and sacrifices of those who defended our nation
and protected its interests through their naval service.
* Provide a tactile educational experience to visitors of all ages, involving the technological, physical, and social sciences.
* Preserve the drama, excitement, and technology of America’s rich naval and space heritage.
* Provide a premier, family-oriented attraction to SF Bay Area residents and visitors from across the nation and around the world.
* Enhance the San Francisco Bay Area’s image as a national and international visitor destination.

The USS Hornet Sea, Air, & Space Museum is enjoying tremendous growth and the role of the Volunteer Coordinator in recruiting is key in meeting the demands of increased attendance. We seek a highly motivated, self-starter to facilitate the recruiting, training, and tracking of volunteers, and oversee coordination of volunteers during various activities and events both onboard and in the community.

**DUTIES:**

* Recruit volunteers for the Museum’s many divisions, including Docents, Security, Education, Air Group, Ship Restoration, collections, and exhibits
* Develop partnerships with outside organizations and establish a corporate volunteer initiative
* Attend volunteer recruitment events. May require some nights and weekends
* Conduct New Volunteer Orientation (NVO) on-boarding, and perform associated administrative duties
* Pair new volunteers with appropriate division for further vetting and acceptance
* Assure that HR has all necessary on-boarding documentation, including background check releases
* Develop a rolling schedule and budget for renewing volunteer background checks
* Administer the ship's Volunteer Awards Program, with quarterly/annual award given to a deserving member selected by the division itself, as well as implement the Presidential Service Award program. Track and send volunteer anniversary cards
* Recruit and coordinate volunteers for major internal events. Requires some nights, weekends, and holidays
* Develop, budget, and execute volunteer recognition/appreciation events
* Communicate clearly and effectively with volunteer community. Publish and distribute the ship’s Plan of the Day/ Week
* Enthusiastically communicate the mission of the Museum through attendance and presentations at volunteer recruitment fairs
* Other functions as assigned

**QUALIFICATIONS:**

* Passion for the mission of the USS Hornet Sea, Air, & Space Museum
* Enthusiasm for recruiting and working with volunteers. Positive, can-do attitude
* Bachelor’s degree preferred
* 2 + years of experience in volunteer management preferred
* Excellent organizational skills and attention to detail, ability to plan and meet deadlines
* Experience in schedule coordination. Event management a plus
* Excellent interpersonal and communication skills. Comfort with public speaking
* Flexibility and ability to work with people from diverse backgrounds in a face-paced, team oriented environment
* Effective time management skills
* Bilingual/multilingual a plus
* Strong computer skills (MS Office, Internet, etc.) and ability to learn new programs as needed
* Must be able to deal effectively, politely, and interact productively with people from all types of backgrounds and experience
* Adherence to the Hornet’s strategic goals and core values
* Must have comfort level in a museum environment, aboard an historic WWII era aircraft carrier, specifically the physical environment of a steel ship with ladders, tight passageways, and many areas exposed to the natural elements.

**WORKING ENVIRONMENT:**

The position will work out of the Alameda location, onboard the ship. This position may require local travel and may include evening, weekend, and holiday hours as needed for events.

**COMPENSATION:**

This is a part time, hourly position. The USS Hornet Museum is an equal opportunity employer.