



# ANNMARIE SCULPTURE GARDEN & ARTS CENTER

P. O. Box 99, Dowell, MD 20629

t. 410.326.4640 f. 410.326.4887

info@annmariegarden.org

www.annmariegarden.org

**Position: Volunteer Coordinator**      **Deadline to apply: November 3, 2017**

**How to apply:** submit a resume, three professional references, and an Annmariel Employment Application, (application available at <http://www.annmariegarden.org/annmarie2/node/48>), to Annmariel Garden. P.O. Box 99, Dowell, MD 20629 or email complete application packet to [jobs@annmariegarden.org](mailto:jobs@annmariegarden.org). **If emailing application, please note that ALL documents MUST be sent as pdf file attachments; other file types will NOT be opened.** We will contact the applicants that we are interested in interviewing. Thank you!

**Hourly Rate:** \$14/hour      Part-time: 20 hours/week, some weekends; no benefits; flexible schedule

**Position Summary:** the primary responsibility of this position is to recruit, train, schedule, and supervise the many volunteers of Annmariel Garden. As the **Volunteer Coordinator**, develops and conducts recruitment program to identify, screen, train, schedule, and supervise volunteers. Position works to fulfill the many volunteer needs of Annmariel, including events, programs, artLAB, field trips, and group tours, with a special emphasis on securing front desk volunteers. Coordinator works all major events and manages volunteer station at events. This position requires someone who enjoys interacting with people, and is friendly, kind, and diplomatic. Person must also possess excellent organization and communication skills. Annmariel is a busy and growing site and needs a Volunteer Coordinator who can help expand and enhance the volunteer program. The Volunteer Coordinator also provides administrative support to the Business Manager and the Office Manager.

**The Volunteer Coordinator is also expected to work 1-2 weekends each month as a Weekend Supervisor.** As such, person will co-coordinate the weekend operation of Annmariel, including but not limited to, the operation of the Arts Building and the Studio School, including opening and closing garden, studios, and galleries; ensuring the security of the site, the guests, and the art; staffing the welcome desk; coordinating the volunteers and faculty; monitoring program activities, answering phones and staffing the reception desk; ensuring the cleanliness of the site and buildings; and, greeting, orienting, and interacting with many different kinds of guests.

### Primary responsibilities as Volunteer Coordinator:

- Recruits, screens, trains, schedules, and supervises front desk volunteer and all volunteers and docents for programs, group tours, field trips, events, etc. Creates and distributes volunteer e-newsletter.
- When front desk is not covered, works open shifts
- Works all major annual events and coordinates work of volunteers.
- Writes volunteer thank-you notes in a timely manner (and other thank-you notes as requested)
- Generates reports on volunteer numbers, hours, and value of service.
- Works with other staff to identify volunteer needs and work guidelines
- Coordinates and manages volunteer programs, including brown bag lunch series, the post-Artsfest luncheon, Friends Holiday Party, and other volunteer gatherings and events.
- Attends weekly staff meetings
- Establishes and maintains effective working relationships with others encountered in the workplace; communicates effectively orally and in writing; deal effectively with the public.
- Provides administrative support to the Business Manager and Office Manager, including data entry, preparation of membership packets, letter, etc.
- Helps with the membership program, including processing new members, renewal, etc.
- Performs routine office work – scheduling, data entry, correspondences, copying, etc.
- other duties as assigned by Director

### **Additional duties as Weekend Supervisor (1-2 weekends each month)**

- Opens Sculpture Garden, Arts Building, & Studio School at 9am and closes at 5pm; may be required to open garden early on certain days, including Maker's Market, birthday parties, etc.



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- Greets and orients visitors, answers phones, monitors galleries and programs, etc.
- Staffs the front desk and trains and manages weekend volunteers
- Monitoring security and safety of the site on the weekend
- May be required to perform light cleaning of studios, galleries, bathrooms, kitchen, office, etc.
- Coordinate the many details of a busy site
- other duties as assigned by Director

### **Other Duties**

Helps with special events and programs; must be able to work major events and some evenings; helps with special event set up – inside and outside.

### **Knowledge, Abilities and Skills to—**

Must be able to follow oral and written instructions; must be proficient in WORD, Outlook, Excel, and other basic office software. Must be able to deal politely with the public; must be able to work carefully around works of art and special equipment; must be able to work independently with little or no supervision.

### **Experience, Training and/or Education**

At least one year of relevant work experience; Bachelor's Degree or equivalent.

**Special Requirements:** Operation of Garden owned vehicles, including a golf cart. Subject to background investigation.

**Licenses of Certificates:** Valid driver's license; must have reliable transportation.

**Physical Demands:** May be required to perform light janitorial duties, including cleaning bathrooms, mopping floors, etc. Lift light to medium loads when setting up for events; must be able to set up tables and climb short ladders; includes outdoor work under varying weather conditions.

### **Unusual Demands:**

May be required to work evenings, weekends, and holidays in addition to normal business operations.

**Probationary Period:** position will be subject to 90-day probationary period.

*June 3, 2011; revised November 20, 2012; revised August 8, 2016; revised October 2017*