

Lead Volunteer

Function: This volunteer position works closely with the Coordinator of Public Programs to help recruit, train, schedule, and direct the museum's corps of volunteers.

Responsible to: Coordinator of Public Programs

Primary responsibilities:

- Contact/connect with volunteers on a regular basis
- Create and maintain a monthly volunteer calendar
- Prepare and send "Noah Notes", the monthly volunteer newsletter
- Recruit new volunteers and review applications with the Coordinator
- Understand the training and information involved with volunteer jobs

Other responsibilities many include:

- Filling in as host/ess or interpreter as needed
- Working at specific museum programs/events
- Assisting with other items as needed

Qualifications:

- Some management experience preferred
- Computer skills required: Word, Excel, some Publisher, email, social media
- Interpersonal skills
- Some knowledge of museums preferred
- Interest in history (for historic interpretation)
- Some knowledge/skills with cash register preferred

Time required:

- 8-10 hours/week
- Flexible- but preferred during the museum's open hours (Thursday-Monday, 1-4 p.m.) to work with scheduled volunteers and Coordinator

Training: On-going training sessions as needed.

Benefits: 10% discount in museum shop; Museum member rate on Noah Webster House programs; invitation to volunteer parties and trips; use of museum library and microfilm collection. Access to free passes to select local museums.