**VOLUNTEER COORDINATOR**

The Mississippi Arts and Entertainment Experience (The MAX) is seeking an experienced and reliable professional to serve as Volunteer Coordinator. Reporting to the Director of Operations, the ideal candidate is highly self-motivated and capable of managing his/her workload and prioritizing tasks in a fast-paced museum environment while sustaining a high level of professionalism among staff of The MAX and the general public.

The Volunteer Coordinator is responsible for creating a climate of service excellence with volunteers, interns and The MAX staff. The Volunteer Coordinator may also assist with museum events and educational programming as needed. This is a part-time, hourly position.

 **ESSENTIAL FUNCIONS**

* Recruits, supervises, trains, supports and evaluates all volunteers for The MAX
* Establishes goals and objectives for the volunteer program and monitors progress
* Ensures sufficient number of volunteers to consistently provide service to visitors
* Assigns volunteers to meet museum program needs appropriate to volunteers’ interests and skill levels
* Use volunteer management software to track and record volunteer hours and comprise accurate volunteer cost-saving reports
* Assists with fundraisers and other events requiring volunteers
* Represents The MAX with internal and external groups and field trips
* Works collaboratively with other staff and managers of The MAX to ensure programs implemented by volunteers are effective and enhance visitor experience
* Works with department managers to develop volunteer job descriptions
* Performs other related duties as assigned

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D. required; some college education preferred
* Minimum of five years of experience in a position which required professionalism and recruitment
* Proven ability to train and motivate volunteers and other staff
* Microsoft Office skills with an ability to become familiar and learn new computer software
* Proficiency in collaboration and delegation of duties
* Strong organizational and problem-solving skills with impeccable multi-tasking abilities
* Exceptional interpersonal skills; friendly and professional demeanor
* Must be willing to work some evenings and weekends and during special events

Interested candidate should send a cover letter and resume via email to careers@msarts.org or deliver to:

Mississippi Arts and Entertainment Experience

2118 Front Street, Meridian, MS 39301

Mailing Address: PO Box 148, Meridian, MS 39302

601.581.1550

[www.msarts.org](http://www.msarts.org)