



Volunteer and Program Coordinator

Renewal contract position
14 hours/week
\$17/hour

Start Date: April 6, 2017

Touchstones Nelson: Museum of Art and History is seeking a qualified candidate for their Volunteer and Program Coordinator position. Reporting to the Executive Director and working closely with Touchstones Staff and Volunteers, the Volunteer and Program Coordinator (V&P Coordinator) will be responsible for both the Volunteer and Programming portfolios at Touchstones Nelson. The V&P Coordinator will meet project deadlines and objectives, and track expenditures to ensure budget compliance.

Job Description:

The V&P Coordinator will recruit, screen, orientate, train and schedule volunteers for a variety of jobs throughout organization. This involves tracking volunteer hours and preparing statistics. The V&P Coordinator will advocate for volunteer needs, plan and host several volunteer appreciation events throughout the year and provide clear communication between volunteers, and staff of the organization.

The V&P Coordinator will also be responsible for managing the overall development, and implementation of programs at Touchstones Nelson to increase audience numbers and quality of community engagement. Programs include Yoga in the Museum, Family Sundays, Film-Screenings, and others. In addition, the individual will work with our Docents to plan and schedule the *school visits* and *memory kits* programs.

The Volunteer and Program Coordinator will work a total of 14 hours per week on Sundays, Thursdays and other flexible hours throughout the week (including some evenings) to accommodate programs, special events, gallery openings and volunteer events.

Other duties as required include occasionally working at the admissions desk.

Job Requirements:

- Degree in Education, Art History, Arts Administration, or a similar field, is considered an asset
- Friendly and people oriented
- Good computer and research skills
- Detail oriented and comfortable with multi-tasking
- Project management
- Design skills an asset
- Flexible schedule

Application:

Apply with cover letter, resume and references by 4pm on March 17, 2017 to:

Astrid Heyerdahl, Executive Director
director@touchstonesnelson.ca