



## **VOLUNTEER MANAGER**

The Witte Museum is a catalyst for creating San Antonio as a City on the Rise, shaping the future of Texas. The Witte recently completed a once-in-a-hundred-years, \$100 million transformation, placing the museum on par with Top Tier institutions. Founded in 1926, the Witte Museum is San Antonio's premier museum that inspires people to shape the future of Texas through transformative and relevant experiences in nature, science and culture.

### **POSITION SUMMARY:**

The Volunteer Manager administrates the Witte Museum's volunteer program. The responsibilities of the position include overseeing and coordinating the volunteer program with all Witte teams to recruit, select, and sustain the working relationship with each department volunteer while aligning with the department needs and the Witte's core values. The Volunteer Manager will establish and maintain working relationships with higher education institutions and corporate groups in the greater San Antonio area to recruit volunteers. Attending Volunteer/Internship fairs across San Antonio are also the responsibility of the Volunteer Manager.

### **RESPONSIBILITIES:**

- Works with the Witte teams to facilitate their requests for volunteers, and interviewing and selecting the volunteer for each Witte Team
- Provides orientation and training of Witte procedures and protocols to new volunteers
- Schedules volunteers for tasks and assignments based on departmental needs and organizational priorities
- Maintains the working relationship with each Witte Museum volunteer by consistently communicating about duties, other volunteer opportunities, training classes, and availability
- Communicates information through volunteer group sessions, emails and telephone calls
- Maintains an electronic database that records skills, performance, availability, and hours for each volunteer
- Recruits volunteers through local companies, universities and other non-profit groups
- Works with Membership to maintain the current system of volunteer benefits
- Ensures Museum staff communicate volunteer needs in due time, and provide feedback and review of volunteer performance
- Ensures volunteers are properly recognized for their efforts through special events, thank you cards, and awards
- Updates and maintains the Volunteer Handbook, which provides organization information and procedures
- Other duties as assigned

### **EDUCATION:**

- Required: Bachelor's Degree or equivalent experience in related field

### **EXPERIENCE AND SKILLS:**

- 2-3 years experience managing a volunteer program and/or working with volunteers on a regular basis
- Organized, and detail-oriented with excellent follow-through
- Possess excellent people skills and be service-driven
- Proficient in Microsoft Office suite
- Proficient in Volgistics or other volunteer database management systems
- Preferred: Bilingual (English and Spanish)
- Ability to work independently and as a team member

### **PHYSICAL REQUIREMENTS:**

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)