



POSITION ANNOUNCEMENT

VOLUNTEER AND INTERNSHIP PROGRAM MANAGER- F/T

POSITION SUMMARY

The Volunteer and Internship Program Manager administrates the Witte Museum's volunteer and internship programs. The responsibilities of the position include overseeing and coordinating the volunteer program with all Witte departments 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 and Internship Program Manager will establish and maintain working relationships with higher education institutions and corporate groups in the greater San Antonio Area to recruit volunteers and interns. Attending Volunteer/Internship fairs across San Antonio are also the responsibility of the Volunteer and Internship Program Manager.

We are seeking candidates who exude professionalism, creativity and field knowledge. An exceptional relationship builder and creative thinker, the ideal candidate is highly organized and driven by setting goals, developing plans, and executing. This is a multifaceted role necessitating skill to promote and grow the mission of the Witte as a top-tier museum.

RESPONSIBILITIES

- Works with the Witte departments to facilitate their requests for volunteers, and interviewing and selecting the volunteer for each Witte Team
- 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 with the volunteers about their duties, other volunteer opportunities, training classes, and the volunteers' 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

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
- Ability to work independently and as part of a team
- Proficient in Microsoft Office suite
- Proficient in Volgistics or other volunteer database management systems

PHYSICAL REQUIREMENTS

- Must be in good physical condition and able to safely lift up to 30 lbs.
- Must be able to work flexible hours including after hours and some weekends if necessary

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org