

**FLINT CULTURAL CENTER CORPORATION**

601 E Second Street  
Flint, MI 48503

**Job Title:** Volunteer Coordinator  
**Location:** Sloan Museum of Discovery / Longway Planetarium  
**Reports To:** Director of Education and Outreach/CPO of FISH  
**FLSA Status:** Exempt – Full Time  
**\*\*The salary range for this position is 41k-46k, based on experience\*\***

**GENERAL DESCRIPTION**

The Volunteer Coordinator will develop, maintain, and promote a wide range of volunteer opportunities, supporting all departments within the organization. This position will work closely with department managers to ascertain volunteer support needs, recruit and place volunteers in appropriate assignments, and ensure the proper coordination and supervision of all volunteer activities.

**RESPONSIBILITIES**

**Job Description and Qualifications:**

- Work with departments to identify volunteer support needs and develop volunteer service descriptions for each assignment.
- Develop and manage volunteer procedures and standards of volunteer service.
- Work with the Director of Education and Outreach to develop and manage supporting budget.
- Source and recruit a diverse corps of volunteers using a variety of methods including social media, websites, and databases. Host and attend recruiting events within the community to attract qualified candidates. Develop and maintain relationships with other volunteer organizations in the area.
- Arrange for appropriate training for both volunteers and staff.
- Keep detailed records of volunteers' information and assignments, track volunteer hours and create reports. Maintain volunteer database.
- Disseminate information for upcoming events and actions.
- Produce schedules. Assign responsibilities for special events and large-scale programs.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed. Confer with volunteers to resolve conflicts and grievances and promote cooperation and interest.
- Evaluate all aspects of the volunteer program to ensure effectiveness and recommend/implement changes as appropriate.
- Organize and participate in volunteer recognition programs and special events.

**QUALIFICATIONS / SKILLS REQUIRED**

- Bachelor's degree in Human Resources, Business Administration, or other related field and three years of experience in the Volunteer Management field, required.
- Knowledgeable and supportive of the mission and programs of Sloan Museum of Discovery and Longway Planetarium as well as current volunteer recruitment and management strategies/ best practices.
- Excellent communication skills; excellent administrative skills with the ability to handle multiple tasks while maintaining good oversight to details.
- Ability to effectively balance demands from several departments while prioritizing institutional needs.
- A well-developed network of professional resources (list serves, websites, databases, professional associations, etc.).
- Competent with Microsoft Office suite of programs. Experience with volunteer databases preferred.
- Flexible schedule allowing for some evening and weekend work.

**Apply To:** Email cover letter and resume to [hr@fcccorp.org](mailto:hr@fcccorp.org)  
**Date Posted:** 3.23.22 – posting will remain open until filled

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**