



Volunteer Coordinator

Department: Education
Reports To: Director of Programs and Volunteers
FLSA Status: Non-Exempt

Summary

The Volunteer Coordinator serves a variety of functions related to volunteer and intern recruitment, coordination, and recognition. The successful candidate will help recruit, manage, and retain a large pool of volunteers and coordinate seasonal internships for high school, college, and postgraduate interns. The Volunteer Coordinator must be highly detail-oriented, organized, flexible, and able to function as part of a team.

Job Duties

- Work with Director of Programs and Volunteers to manage volunteer and intern programs
- Manage volunteer application and interview process
- Help recruit, train, manage, and communicate with large pool of volunteers
- Help manage intern recruitment, application, and interview process
- Build community relationships to recruit a diverse group of volunteers
- Help create and maintain a recognition structure for volunteers
- Generate ideas for and help plan appreciation events for volunteers
- Help maintain resources and trainings for volunteers on a learning management system
- Serve as one of two staff supervisors for Junior Board
- Provide administrative and research support to the Director of Programs and Volunteers
- Work closely with Chief Education Officer, Director of Education, and other team members to provide support to the Education Department in all its activities
- Other duties and projects as assigned

Key Requirements

- Required: Bachelor's Degree
- Preferred: 1-2 years of experience in volunteer management
- General knowledge of the Holocaust, Human Rights, and cultural issues is a plus

- Excellent interpersonal skills with individuals of all ages, backgrounds, ethnicities and gender orientations and ability to work effectively in a team environment
- Fluency in Spanish is desirable
- Some evening and weekend work required

Physical Requirements

- Ability to lift up to 40 lbs. and carry items while walking
- Ability to set up and break down in-house event rooms

Competencies

1. Judgment/Decision Making
2. Communication – Oral
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org.