

2018 Guest Services Coordinator

Hours: 20 hours per week

Days: Wednesday-Saturday 11:00am-4:00pm and as needed for events

Duties: 20 hours per week Volunteer Coordination
(5 hours per week Memberships and 15 hours per week as Volunteer Coordination)

Hourly Wage: 13.00/per hour/no health

\$13,520 Annually

Membership Coordination Maintains

- Membership Data Base
- Mails monthly renewal letters 1 and 2nd time
- Represents museum at functions seeking memberships (WCI once a month luncheon, Rotary meetings, etc. at museums expense.
- Provide monthly report to BOT

Volunteer Coordination

- Maintains Volunteer Data Base
 - Submits Volunteer report to BOT at end of month
 - Solicits and trains Volunteers
 - Schedules Volunteers for museum overage and events
 - Plans annual Volunteer luncheon
 - Develop Volunteer guidelines
 - Keeps track of Volunteer hours and submits monthly reports for Volunteer insurance
 - Orders Volunteers shirts and badges
 - Other duties as assigned to promote membership and volunteers.
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