

RRM Foundations Position Description

Volunteer and Program Facilitator

Department: First Division Museum at Cantigny Park

Status: Full-time, Non-exempt

Supervisor: Director of Programs and Education

Effective Date: April 2017

Responsibilities

This position is part of the FDM programs and education department. The Volunteer and Program Facilitator is responsible for implementing the FDM Volunteer program; recruiting, training, and scheduling FDM volunteers. The Volunteer and Program Facilitator is also responsible for engaging visitors with military history content by providing compelling and personalized experiences. This person will perform core functions in support of programming, exhibits, as well as daily opening/closing of the museum. Assists with school tours and volunteer tour guides. Works cooperatively with all departments.

Principal Functions

1. Implements the FDM Volunteer program; recruiting, training, and scheduling volunteers
2. Coordinates volunteers for school tours and enters tour data into Volgistics. Is the primary substitute for school tours
3. Creates the quarterly volunteer newsletter and assists park volunteer coordinators in planning and implementing volunteer events
4. Learns exhibit content and exhibit activities grounded in military history
5. Engages visitors with questions, games, activities and education content related to exhibits and overall military history concepts as part of gallery facilitated programs
6. Assists in facilitating public and educational programming including, but not limited to: tours, field trips, in-classroom programming, Scout overnights, Scout badge programs, drop-in programs, Military Science, Catapult Contest, and special events
7. Assists with maintaining and updating the visitor engagement section of the Duty First gallery.
8. Assists with the set-up and clean-up for any First Division Museum public or education events
9. This position requires access to the First Division Museum's files and Time Centre with Time Clock level access
10. Is committed to personal safety and the safety of others by reporting all unsafe conditions to the Director of Museum Operations immediately
11. Performs other duties as assigned

Requirements

1. Bachelors degree in education and/or history is required. Background in theater preferred
2. Experience with volunteer coordination is preferred
3. Passion for learning and sharing knowledge of military history
4. Strong interpersonal and communication skills are required. The ability to effectively present content in both one-on-one and group situations in an engaging, compelling, energetic manner
5. Desire and ability to educate and interact with children in large groups
6. Ability to talk and engage visitors for long periods of time
7. Ability to work closely as part of a team to accomplish all tasks.
8. Must be willing and able to work weekends and holidays, as well as some evenings
9. Basic IT skills such as typing, email, word processing, and internet use required
10. Familiarity with Adobe InDesign and Adobe Photoshop is preferred
11. Able to lift 30 pounds using proper safety

How to apply for this job

Interested applicants must submit a resume, cover letter, and salary requirements to MFResumes@mccormickfoundation.org