

Gammelgården Museum of Scandia
Volunteer Coordinator
Job Description

INTRODUCTION

Volunteers serve as the primary workers at Gammelgården Museum of Scandia and are the key to the success and financial health of Gammelgården. Recruitment of new volunteers is an ongoing endeavor. Because of shifting demographics and availability to serve, successful volunteers need training, affirmation, support, and appreciation.

ACCOUNTABILITY

The Gammelgården Museum Volunteer Coordinator reports directly to the Gammelgården Museum Director. The Volunteer Coordinator is hired at will.

RESPONSIBILITIES

The Gammelgården Museum Volunteer Coordinator shall oversee the volunteers of Gammelgården Museum. This is to include, but is not limited to:

1. Recruitment and training of tour guides, gardening help, greeters, maintenance help, mailings, and volunteers for the annual events (which may include food preparation, set-up, serving, and clean-up) and any other special events or other tasks as identified.
2. Keep accurate annual records of volunteer hours for proper recognition at the annual volunteer recognition and thank you event.
3. Keep accurate records for the required background checks for all volunteers including Board and Advokat members.
4. Working with the Director and Staff to plan and schedule annual events, and to recruit and schedule volunteers for special events:
 - Opening weekend (Mid-May)
 - Midsommardagen (4th Saturday in June)
 - Spelmansstämman (3rd Saturday in August)
 - Annual Volunteer Recognition Open House (Second Sunday in January)
 - Lucia Fest (Second Sunday in December)
5. Preside at the Annual Volunteer Recognition and Thank You Open House. With the Director and Staff, make arrangements for the annual thank you gifts, awards, and invitations to the event.
6. Work together with the Director, Staff, and Board to promote Gammelgården Museum of Scandia as a point of destination and choice for 5,000+ guests each year.
7. Work with the Marketing/PR Director to prepare articles about volunteering and volunteerism for the Kul News, social media, and other PR as needed.
8. Attend Gammelgården Museum Board meetings (4 per year); and prepare and present written reports.
9. Work with the Director and Staff to plan needed help from the Washington County Sentence to Service (STS) crews for each year's activities. Be on hand to help supervise their work. Scheduling should be submitted in October for the coming year.

10. Represent Gammelgården Museum, as appointed by the Director, at the meetings of the History Network of Washington Country (3-4 times a year) and other professional groups. This responsibility is shared with the Marketing/PR Manager and other staff.
11. Attend other professional meetings for volunteers as appropriate.
12. Develop other ways to foster friendship and a sense of common purpose with the volunteers and recognize their efforts.

HELPFUL CHARACTERISTICS AND ATTITUDES

- Love of Gammelgården Museum and its mission to “Preserve, present and promote Swedish immigrant heritage.”
- Understanding that Gammelgården Museum is known internationally and nationally as a point of destination for tourists of all ages.
- Understanding that annual events are intended to be true to the Swedish culture for the guests (e.g., food, decorations, entertainment) and are a significant means of revenue for Gammelgården Museum.
- Be alert to ways to improve Gammelgården Museum’s programs, events, and facilities.
- Be recognized in the community as a person of leadership for Gammelgården Museum.
- Raise awareness of Gammelgården Museum in the community and beyond.
- Complement other Swedish heritage groups rather than compete with them and their mission and programs.

COMPENSATION

An annual honorarium of \$4,500 paid over 12 months.
Social Security employers portion.
No health or retirement.