Job Description

**Position:** Programs and Volunteer Coordinator  
**Facility:** George Ranch Historical Park  
**Supervisor:** Director of Programs  
**Schedule:** Tuesday through Saturday, with occasional variances  
**Pay & level:** Salary non-exempt with benefits / $32-35,000 commensurate with experience

**Summary of Position:**  
This position is responsible for assisting the Director of Programs to develop and execute educational programming, provide logistical support for a 15-18 person staff and create and maintain a thriving volunteer program. Responsibilities include creating and facilitating programming that enhances the GRHP’s mission and makes learning enjoyable, accessible, and interesting for a wide range of visitors. This role encompasses volunteer recruitment, supervision, coordination, and training; assisting with planning special events for the GRHP’s public programs; and working closely with Programs staff to enhance the educational possibilities at the Park.

**Principal Responsibilities:**  
1) **Administration**  
   a) Provides logistical support to Director of Programs and Lead Interpreters including, but not limited to, background research and activity preparation.  
   b) Maintains and updates the costume database, sorts and cleans costumes and assists in ordering replacement garments.

2) **Management:**  
   a) Coordinates with Lead Interpreters and Programs Director to achieve daily operational goals and special event activities.  
   b) Oversees the recruitment, training, scheduling and evaluation of Park volunteers and oversees youth volunteer program.

3) **Interpretation/Education:**  
   a) Assists with development and implementation of programmatic endeavors for the Park, including school programming, special event programming and daily family programming.  
   b) Works with the Director of Programs and Lead Interpreters to plan, coordinate, implement and evaluate a variety of interpretative programs, including regular daily programming, school programming and special event programming.  
   c) Works closely with staff to ensure visitor engagement and best visitor experience for a wide range of age groups.  
   d) Provides additional staffing and logistics support to Park staff when needed.
4) Other
   a) Represents the George Ranch Historical Park as needed with organizations and individuals requesting historical knowledge or expertise.

Qualifications:
   • 2-4 years relevant experience in history, living history, interpretation or public programming
   • A Bachelor’s degree in museum education, history or related field
   • Strong written, verbal and interpersonal communication skills, including public speaking
   • Experience in volunteer management or relationship building
   • Ability to work both independently and as a contributing member of a peer management team with emotional stability and mature judgment
   • Ability to work effectively with diverse persons and groups
   • Computer literacy in basic office applications: Microsoft Word, Excel, PowerPoint
   • Must believe in and promote GRHP’s mission and act in accordance with GRHP policies and procedures.
   • Must be customer service oriented, be able to communicate effectively, and be organized.
   • Must be able to analyze and problem solve in order to identify, research and solve a wide range of work related problems.

Requirements:
   • Ability to move furniture, program items and other heavy equipment weighing up to 50 pounds.
   • Must be comfortable in an unairconditioned space and must be able to facilitate house tours for long periods of time.
   • Must be available to work a flexible schedule, nights and weekends as needed.

GRHP RESERVES THE RIGHT TO MAKE CHANGES