



Job Posting

The Silver City Museum (Silver City, New Mexico) seeks a Volunteers Manager.

Status: FT 40 hours per week. Usually Wednesday - Sunday and occasionally evening and holiday work.

Pay Scale and Benefits: Hourly pay rate commensurate with experience; 2-weeks paid vacation; 12 paid holidays; 7 sick/personal days; health care 80% reimbursement.

Position Summary: The Volunteers Manager supervises two key aspects of the Museum's operations. They are responsible for the recruitment, training, supervision, and recognition of volunteers for each department of the museum and for supporting the staff or volunteers that greet each visitor to the museum.

The Silver City Museum opened in 1967 as a department of the Town of Silver City. It serves residents of Grant County and visitors using an evolving record of the region's past to foster informed perspectives on the present.

The Silver City Museum is an equal opportunity employer valuing a diverse workforce and an inclusive culture.

To apply send a cover letter and resume by ground mail to Volunteers Manager Search, Silver City Museum, 312 W. Broadway, Silver City, NM 88061, or by email to admin@silvercitymuseum.org. For a complete job description go to: townofsilvercity.org/jobs.aspx Position will remain open until filled.

February 8, 2024



Position Description

Title: Volunteers Manager	
Department: Museum	Reports To: Museum Director
Status: FT 40 hours per week. Usually Wednesday - Sunday and occasionally evening and holiday work.	Pay Scale and Benefits: Hourly pay rate commensurate with experience; 2-weeks paid vacation; 12 paid holidays; 7 sick/personal days; health care 80% reimbursement.
Working Conditions Office environment. Some travel is required	Physical Requirements Able to carry at least 25 lbs.
Position Summary: The Volunteers Manager supervises two key aspects of the Museum's operations. They manage volunteers and manages the staff or volunteers that greet each visitor to the museum.	
<p>Responsibilities:</p> <p><i>Manages volunteer program</i> including recruitment, training, scheduling, and supporting volunteers to cover all necessary museum positions and events. Working closely with the Museum Director, the Volunteers Manager ensures that volunteers are continually recruited to meet the Museum's program and operational needs. Schedules volunteers and ensure that all visitor service slots are covered. Works unfilled visitor services volunteer positions if needed. Keeps volunteers informed about museum programs, content, operations, and other important information; maintains volunteer service database; organizes volunteer appreciation activities; helps develop and manage volunteer program budget;</p> <p><i>Manages Greeter to ensure effective and excellent customer service coverage for all public shifts; ensures greeters are well trained and supervised; carries out established procedures for opening and closing the museum as needed.</i></p>	
Certification and License Requirements: NM Class D Driver's License	
Education Minimum Requirement: High school diploma or equivalent	
<p>Preferred Skills, Experience and Attitude: Knowledge of museum operations and passionate about museum's mission. Excellent time management, organizational planning, problem-solving, project management skills; understands and is sensitive to needs of diverse populations; computer literate, i.e., Excel, Word, PowerPoint; strong interpersonal, communication, motivational, diplomacy and teamwork skills; ability to create and successfully manage annual and project budgets; several years working with volunteers and/or staff.</p>	
<i>Date: February 8, 2024</i>	