



JOB DESCRIPTION

<i>Job Title:</i>	<i>Operations and Volunteer Manager</i>
<i>Organization:</i>	<i>Marshall Steam Museum (Friends of Auburn Heights)</i>
<i>Reports to:</i>	<i>Susan Randolph, Executive Director</i>
<i>Location:</i>	<i>3000 Creek Road, Yorklyn DE 19736</i>
<i>Time commitment:</i>	<i>Part-time (28 hours/week), non-exempt, with scheduling based upon position responsibilities and assignments (periodic weekends & evenings required)</i>
<i>Hourly rate:</i>	<i>\$27.00/hour</i>
<i>Application:</i>	<i>Please submit a resume and cover letter to jobs@AuburnHeights.org with the subject line "Operations and Volunteer Manager"; applications close when position is filled</i>

The Marshall Steam Museum seeks a dynamic individual to assume a multi-faceted position with a primary focus on volunteer recruitment, retention and scheduling as well as overall program/event management.

ABOUT THE MUSEUM & ORGANIZATION

The Friends of Auburn Heights, Inc. (FAH) is a 501c3 nonprofit organization established in 2004 and dedicated to sparking discovery and creating lifelong memories. The Friends own and maintain the Marshall family's extraordinary collection of antique automobiles along with the Auburn Valley Railroad and operate the Marshall Steam Museum (in partnership with Delaware State Parks).

The mission of the Friends of Auburn Heights is to connect generations to foster excitement for Auburn Valley State Park (AVSP), steam-era technology and American life at the dawn of the automotive age.

POSITION SUMMARY

The Operations and Volunteer Manager manages the operations of FAH including recruitment, retention, training, scheduling and supervision of volunteers, and also provides oversight of the operations to maintain a safe and attractive site for guests and employees. The position reports to the Executive Director of FAH, and since the facilities of FAH and the Marshall Steam Museum are located within the Auburn Valley State Park, will also collaborate extensively with the Park Superintendent and Delaware State Park employees.

PRIMARY RESPONSIBILITIES

- Operational Oversight:**
- Manage day-to-day operations of FAH facilities (museum, carriage house, shops) for events, programming and staff workspace
 - Develop and implement operational policies and procedures (not collection related)
 - Develop and monitor with the Executive Director an operational and maintenance budget
 - Coordinate emergency preparedness and response plans

Volunteer Management:

- Recruit, train, and supervise FAH volunteers involved with events, facilities management and other site activities
- Schedule museum staffing in collaboration with Director of Public Programs
- Collaborate with the Collections Committee to provide support to volunteers involved in the operation and maintenance of the collections

Event Support:

- Provide scheduling and management of FAH event volunteers (in collaboration with the Events Committee)
- Coordinate event logistics for events, including setup and breakdown
- Ensure that the facilities are prepared and equipped for safe public use
- Collaborate with the Public Programs Manager to address feedback from visitors to improve facilities and services

Facilities & Grounds Maintenance:

- Collaborate with AVSP staff regarding maintenance of facilities and grounds occupied by FAH (museum, carriage house, shops, railroad right of way)
- Ensure compliance of FAH facilities with safety regulations and building codes
- Oversee vendors providing custodial services and repair of utilities, security systems and equipment in FAH facilities

QUALIFICATIONS

- Preferred: Bachelor's degree
- Proven experience working with non-profit volunteers.
- Proven experience organizing and leading work teams
- Proven experience with project management and event planning
- Willingness to work on a flexible schedule and to travel throughout the local area (no overnight travel required) and to provide support for on-site events.
- Proficiency with Microsoft Office products.
- Highly motivated and able to work both independently and collaboratively.
- Marketing and social media experience a plus.
- Superior public speaking, teaching and written communication skills.
- Work requires a variety of physical activities, including walking, bending, and lifting up to 40 pounds (tables, chairs, etc.).
- Must have own transportation and current valid driver's license; a background check will also be required.
- The ideal candidate will possess patience, persistence, flexibility, and a good sense of humor.

BENEFITS

This position is non-exempt, with a starting wage of \$27.00/hour for 28 hours/week, Monday through Friday 9:00 am to 5:00 pm (exact schedule to be negotiated with Executive Director), with 40 hours of prorated paid time off to be accrued weekly. Plus 11 holidays and Simple IRA with employer match for eligible employees.

HOW TO APPLY

Send a resume and cover letter to the Hiring Committee at jobs@auburnheights.org.

The Friends of Auburn Heights is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, veteran status or status in any other group protected by Federal, State or local law.