

POSITION: EDUCATION/VOLUNTEER COORDINATOR JOB POSTING #:

DEPARTMENT:	Cultural Affairs	UNION:	543
POSTING TYPE:		JOB CODE:	543524
POSTING STATUS:		POSITION #:	
# OF POSITIONS:	One (1)	GRADE/CLASS:	Classification 0.13
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$26.20 to \$30.80 per hour
		HOURS PER WEEK:	35.00

DUTIES:

Under the direction of the Manager of Cultural Affairs or designate, this position is responsible for the recruitment, placement, scheduling, training and supervision of volunteers at Windsor's Community Museum. The successful applicant will coordinate the activities of the Museum Volunteer Group as well as those of independent volunteers, will plan, coordinate, execute and evaluate educational programming on local history related exhibitions and museum practices for school and community groups, the general public and volunteers; will prepare public information for distribution such as: media releases, public service announcements, newsletters, posters, invitations and flyers; will attend meetings with the Museum Volunteer Group Executive; will draft procedures and recommend changes to policies relevant to the internal process for volunteers; will interpret and comply with legislation, policies and procedures as they relate to standards for community museums in Ontario; will perform general duties essential to the operation of the Museum including, but not limited to: answering phones, greeting visitors, providing tourist information and directions, opening/closing and security/fire alarm procedures; will assist with accounting/financial records keeping, including the processing of requisitions, purchase orders, bank deposits, petty cash; orders supplies as required, maintains accurate records of the museum's expenditures; Assists the Museum's Curator in the supervision, training, mentoring of student/grant program staff and Museum Assistants; Partners with members of outside agencies such as United Way/Centraide Windsor Essex County in the recruitment of volunteers; will communicate in a respectful manner and maintain amiable relations with the public and fellow staff; will comply with specific regulatory legal and policy requirements including, but not limited to: Copyright law, Windsor's Community Museum Policies, Museum Operating Grant standards and Occupational Health & Safety duties as outlined in the corporate Health and Safety Program. Will perform other duties as assigned.

QUALIFICATIONS:

- Must have a university degree in the Arts or Social Sciences or Ontario Ministry of Education Equivalency;
- Must have completed a certificate in Museum studies from a community college or university (i.e. Ontario Museum Association certificate in Museum Studies, Aboriginal Training Program in Museum Practices as the Canadian Museum of Civilization Corporation);
- Must have over (1) one year experience in working with volunteers (i.e. recruitment, placement, training and supervision of volunteers);
- Certificate in Volunteer Management will be considered a definite asset;
- Must have an understanding of museum design, organization, and management;
- Must have excellent public relations and customer service skills and will maintain cordial relations with the public, outside agencies and all staff;
- Must have operating knowledge and training in Microsoft Office Suite of products;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Related community and volunteer experience a definite asset;
- Previous tourism experience will be considered an asset.
- Should be familiar with the Occupational Health & Safety Act, its regulations and knowledge of hazards associated with work.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on June 27, 2013