

N E W H A M P S H I R E  
**BOAT MUSEUM**

**Volunteer Coordinator**

Unpaid, volunteer position

**Reports to:** Executive Director

**Status:** Volunteer position, unpaid

**To apply:** Send resume and cover letter to Martha@nhbm.org

**General Job Description:**

The Volunteer Coordinator supports the needs of the New Hampshire Boat Museum through volunteer recruitment, training, and organization. The Volunteer Coordinator reports to the Executive Director and is a non-voting member of the Board of Trustees. This is a year-round, part-time position (20 – 25 hrs/wk) with flexible scheduling. During the summer when the Museum is open (Memorial Day weekend through Columbus Day), occasional evening and weekend work is required.

**Responsibilities and Qualifications**

Nurture relationships with NHBM's 200+ volunteers.

Serve as primary contact for volunteers and event and program committee chairs.

Ensures that there is volunteer coverage at all programs and events. Assists with the coordination of the annual volunteer picnic; establishes new ways of recognizing volunteers. Work with volunteers to plan, organize and evaluate events and programs. In partnership with the Executive Director, recruit and interview incoming volunteers. Ensure volunteers are tracking hours. Develop and coordinate volunteer workshops and training session. Represent the volunteer voice at Board meetings. Engage in special projects, initiatives and other duties to support the organization

The successful candidate is a dynamic, self-starter who has exceptional customer service skills, and is able to manage multiple needs for events and programs in a small fast-paced office. A sense of humor and the ability to work with a variety of personality types is a must. Candidates should have excellent written and verbal communication skills, experience managing people, at least 3-5 years, in a nonprofit organization and have strong computer skills.

**The New Hampshire Boat Museum**

The New Hampshire Boat Museum is a small, active museum located in scenic Wolfeboro on Lake Winnepesaukee. The Museum's mission is to inspire an understanding of and appreciation for New Hampshire's freshwater boating heritage and lake culture. Open from Memorial Day through Columbus Day the Museum serves nearly 10,000 visitors with changing exhibitions and an array of programs that promote active engaged learning. Poised for growth, the Museum is in a capital campaign for a new 10,000 square foot, year-round museum facility.

The Museum's two-person staff is ably assisted by an engaged Board of Trustees and over 200 volunteers who actively participate in event planning and implementation. The Museum is one of four museums in Wolfeboro, a picturesque New England town whose population swells during the summer and fall seasons.

For more information about the New Hampshire Boat Museum, including the organization's mission, events and programs, visit [www.nhbm.org](http://www.nhbm.org).

-