

OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology

Job Title: EDUtainer-Volunteers

FLSA: Part-time, Non-Exempt

Salary Range: \$8-\$15 per hour (based on experience)

Effective Date: Immediately

OH WOW!'s mission is to foster independent thinking and enrich the lives of all children by creating a welcoming environment where they can develop learning skills and knowledge through the exploration of HANDS-ON exhibits and educational programs which are rooted in Science, Technology, Engineering and Mathematics (STEM). In 2017, OH WOW! more than 350 volunteers provided more than 6,000 hours of service – a value of \$148,000!

OH WOW! is a highly creative and flexible professional environment, located in the central business district and technology corridor of Youngstown, Ohio. Our exhibit floor and administrative spaces embrace Universal Design principles, making us accessible to the greatest number of people possible.

Occupational Summary

This part-time member of OH WOW's Team will further the Center's mission by ensuring that OH WOW!'s Volunteer Program helps to further our mission, while meeting the personal and professional needs of our volunteers. Primary responsibilities include the recruitment, training, scheduling and recognition of OH WOW! volunteers. This includes processing applications and maintaining records, using an Excel Database. Additionally, the Volunteer Coordinator will work in tandem with other staff members, and lend assistance to each department as needed, based on scheduled activities. They will represent OH WOW! in a courteous and efficient manner, and serve as an enthusiastic, energetic voice on behalf of OH WOW! at all times.

Responsibilities

- Serve as a member of OH WOW!'s team, guided by the Operations Manager with the support of the President/Executive Director and OH WOW!'s Board of Directors, to prioritize and meet the Center's operational needs.
- Research, schedule and promote volunteer opportunities (internal and external) through recruitment and public strategies in OH WOW!'s 5-county service area (Mahoning, Trumbull, Columbiana, Mercer and Lawrence Counties), including high school, college, and adult populations.
- Become familiar with the volunteer needs of the Facilities, Education, and Administrative Departments at OH WOW! and develop and implement a plan to address those needs, including daily operation, outreach, expansion and special event needs.
- In order to better understand the needs of the organization, assist the EDUtainment team by actively engaging with visitors and facilitating programs as needed.
- Become familiar with the support and training needs of OH WOW!'s Volunteer Corps, and develop and implement a plan to address those needs (monitor, support, motivate and recognize).
- Research and implement an organizational strategy to publicly recognize our volunteers by nominating them for outside awards and recognition opportunities.
- Review and update existing standard operating policies and procedures already in place at OH WOW!, as appropriate, including databases, job descriptions, application process, time sheets, background checks, etc..
- Undertaking any other administrative duties or tasks assigned by OH WOW! supervisor.

Skills/Qualifications

The ideal candidate will have a minimum of an Associate's Degree in Business Administration, Human Resource Management, Communications, Volunteer Management or a combination of related experience and education. This is a GREAT opportunity, with an extremely flexible schedule and tremendous opportunity for growth as OH WOW! continues to grow. Excellent interpersonal, customer service, organizational, written, verbal and non-verbal skills, and working knowledge of Microsoft Office are required. The selected candidate will demonstrate a clear sense of initiative and leadership, proven ability to work independently, and will possess a positive attitude. Criminal background check required.

OH WOW! is an equal opportunity employer.