Title: Volunteer Coordinator
Department: Development
Reports to: Director of Advancement & Community Engagement

Position Description
The Volunteer Coordinator will administer all aspects of Union Station Kansas City’s volunteer program including recruiting, training, supervising, and recognizing volunteers that assist with Union Station attractions and daily operations. We are looking for a detail-oriented and focused Volunteer Coordinator to be responsible for a large database of volunteers and volunteer opportunities. A successful Volunteer Coordinator should be meticulous about keeping records and passionate about volunteer work. You should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

Duties/ Responsibilities
• Recruit, train, and supervise volunteers, including corporate and youth engagement organizations.
• Communicates with all departments to identify available opportunities and needs for volunteers.
• Recruits volunteer staff to fit these roles using a variety of resources and techniques.
• Gathers information about each volunteer’s skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
• Schedules, coordinates, and assigns volunteers to appropriate departments, and/or roles.
• Establishes traveling exhibit volunteer procedures.
• Regularly communicates with volunteers to ensure placement is a fit for their skills and goals.
• Maintains files, database records, applications, and other data concerning volunteer program.
• Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
• Coordinates volunteer recognition and appreciation events and activities.
• Works with USKC Marketing department to develop social and digital media campaigns, and collateral pieces to promote the USKC Volunteer Program.
• Ensures the organization’s purpose is accurately conveyed to the public.
• Performs other related duties as required.

Required Skills/Abilities
• Working knowledge of databases.
• Excellent organizational skills and attention to detail.
• Excellent communication skills (written and oral).
• Strong leadership skills with ability to motivate and encourage others.
• Proficient with Microsoft Office Suite or related software.
• Ability to train, manage, and support groups of up to 30 people.
• Ability to work well independently and on a team.
• Availability, dependability, and willingness to be flexible
• Demonstrated ability to solve problems and think strategically.
• Ability to work with indirect supervision in a busy environment.
• Experience and desire to work with people from diverse backgrounds
• Experience in a leadership role.
• Community service experience.
Education and Experience Requirements
A Bachelors Degree or Associates Degree in related field is highly preferred.
• Equivalent combination of education and work experience will also be considered.
• Experience in volunteering and recruitment.

Physical Demands and Work Environment
• While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds. Standing and/or sitting long durations and walking throughout Union Station will be required. Must be able to use a computer and printer.
• Tuesday thru Saturday work schedule is preferred.
• Some evening and weekend work is required.

Union Station Kansas City is committed to employing a drug-free and diverse work force.
EOE M/F/D
To Apply:
Send resume and cover letter to:
Union Station Kansas City
Human Resources Department
30 W. Pershing Road
Suite 400
Kansas City, MO 64108-2422
Or email your résumé to: employment@unionstation.org