

Position Title

Volunteer Coordinator

Volunteer Staff (Unpaid), Membership Provided

Position Description

The Volunteer Coordinator supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within Lansing Makers Network. As Lansing Makers Network formalizes and expands its volunteer program, the successful candidate will help LMN create a stable, active and engaged cadre of volunteers.

Time Commitment

Approx. 10 hours / week as needed, remote work possible

Duties & Responsibilities

- Develop, promote, and maintain a wide range of volunteer opportunities.
- Survey staff regularly to assess needs for volunteer assistance
- Ensure volunteers are staffed to support front desk, education, administrative, and area support needs.
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future needs to support volunteer program
- Conduct and/or arrange for volunteer orientation and training
- Schedule all volunteer activity, including open hours, and teaching assistants
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Recruit, interview and place applicants for volunteer work
- Work with Marketing Team to publicize opportunities for volunteers
- Develop and maintain relationships with other volunteer organizations within the area
- Provide ongoing support and guidance for volunteers
- Act as a single point of contact for volunteer communications
- Confer with volunteers to resolve grievances and promote cooperation and interest
- Create and distribute various communications and newsletters to volunteers
- Facilitate distribution of information relevant to volunteers

Desired Qualifications

- Have work or volunteering experience, such as working in a Museum, managing volunteer programs, leading teams and/or organizations.
- Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers.
- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage.
- Excellent record keeping and organizational skills.
- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with difficult situations.
- Demonstrated capability to effectively communicate orally and in writing.
- Ability to work well with a diverse group of staff and volunteers.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.

This position reports to the Executive Director

About Lansing Makers Network

Lansing Makers Network is Lansing's non-profit, community-run makerspace. Our facility serves as a melting pot of arts, science and technology projects and a space for both structured and unstructured hands-on learning. We support members' 24/7 access to our woodshop, machine shop, digital fabrication, electronics, crafting, and metal fabrication spaces as well as formal instruction in a variety of topics. More information about how we run our makerspace can be found in our Member Handbook, available here:

https://wiki.lansingmakersnetwork.org/member_handbook

About Volunteer Staff Positions

Volunteer staff at Lansing Makers Network generally commit to approximately 10 hours per week and have a defined job description and responsibilities. Volunteers Staff are provided with a gratis membership to Lansing Makers Network and are able to purchase additional memberships for family members at the family membership rate.

How to Apply

Send a resume and cover letter highlighting why you would like to volunteer at Lansing Makers Network and why you think you would be a good fit for this position. Be sure to highlight any experience you have that you think would make you a great fit. Please, make sure to highlight the **specific** position you'd like to be considered for. Send applications via email to president@lansingmakersnetwork.org.