Volunteer and School Programs Manager

Introduction
The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Anchored in the city’s whaling industry, the Museum documents and shares the diverse stories of this vibrant maritime region and its people, both bygone and current. Serving more than 12,000 students per year, the museum’s education department uses culturally responsive practices to develop and implement resources and programs that provide equitable access to the Museum.

The Position
As the Volunteer and School Programs Manager, you will develop and manage all aspects of the museum’s volunteer program, school programs and support the development and management of other education programs in collaboration with the education team.

Institution Facts
Established: 1903
Employees: 44
Volunteers: 120
Annual Budget: 4million

Position Details
Location: New Bedford, MA
Start Date: August/September 2020
Salary: $40 - 45K + benefits

The Team
- You will report to the Director of Education
- You will directly supervise volunteers
- You will collaborate with an education team of 5

Application Details
- Informal Interview
- Work Tasks
- Formal Interview

Submit resume and cover letter to cturner@whalingmuseum.org by July 20, 2020.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

Your Job:
- Supervise, train, and manage volunteers and manage the Volunteer Council
- Recruit and train new volunteers
- Schedule all school programs
- Develop, review, and evaluate all school programs
- Manage volunteer docents leading school programs
- Collect, track, monitor and report program and grant data
- Monitor program related resources and expenses

This role is a good fit if you:
- Are committed to culturally responsive education practices and staying connected to the ever changing world of experiential, virtual/distance, project-based and student-centered learning
- Are excited about and have experience teaching and/or developing programs and curriculum for school age audiences in-person or online
- Have trained or managed adults and/or educators
- Have innovative ideas for education programs and reaching new audiences
- Thrive in a collaborative, fast-paced work environment that requires flexibility, organization, digital literacy and creativity

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