



**Job description: Volunteer Coordinator Intern  
2016-17**

**Reports to: Volunteer Coordinator**

**Summary:** The museum is seeking an organized individual to develop, and provide direction to the museum's volunteer and docent activities. The primary responsibilities would be to involve a community of supporters in activities and develop the volunteers/docents program for the museum.

MCM's Marketing Intern will be present a minimum of 20 hours a week throughout the internship. This internship would last a minimum of 4 weeks but could extend up to 16 weeks.

**Principal Accountabilities:**

- Develop, promote and maintain a wide range of volunteer opportunities within the organization
- Recruit volunteers and both adult and youth docents.
- Create an atmosphere of volunteer appreciation and support
- Ensure volunteers are staffed to support the various areas of operations, to include visitor service areas, exhibits and education, specials events, development and marketing. This includes working with directors and managers of these areas to assess needs.
- Conduct or arrange for volunteer training and orientation to the museum.
- Schedule all volunteer activity
- Assess visitor feedback
- Organize volunteer recognition programs
- Evaluate volunteer programs
- Work with the volunteers of Youth Ambassador Council.

**Qualifications and Skills:**

- Must be very organized and have proficient basic computer applications
- Prefer high school diploma, job or volunteer related experiences.
- Must work productively in an unstructured environment
- Ability to work well with a diverse group of staff and volunteers

**Hours:**

- Flexible hours during the week (seasonally there are busier volunteer times) and occasional weekend and after-hours work for big programs, special events and trainings

To apply, please send a resume and cover letter by:

- email to: [jana@mcm.ms](mailto:jana@mcm.ms)
- fax (601) 709-2603 OR
- mail to:  
Mississippi Children's Museum  
Attention: Jana Perry  
PO Box 55409  
Jackson, MS 39296

The Mississippi Children's Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit letter of interest and resume: [careers@mcm.ms](mailto:careers@mcm.ms).

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.

