**Job Title:** Part-Time Volunteer Coordinator

**Location:** Seattle, WA

**Position Type:** Part-Time

**About Us:**

The Steamer Virginia V Foundation is a 501(c)3 non-profit organization whose mission is to promote Puget Sound's maritime heritage through the restoration, preservation, operation, and interpretation of the National Historic Landmark vessel S.S. VIRGINIA V. The ship was built as a cargo and passenger ferry that served Vashon Island from 1922 to 1938. She is the last operational wooden passenger-carrying steamship in the United States.

**Position Overview:**

We are seeking a passionate and organized Volunteer Coordinator to join our team. The ideal candidate will be responsible for managing and supporting our volunteer program, ensuring that our volunteers are effectively engaged and contributing to our mission.

**Key Responsibilities:**

* **Volunteer Recruitment:** Develop and implement strategies to recruit new volunteers. Promote volunteer opportunities through various channels.
* **Onboarding and Training:** Provide first contact for volunteers who apply. Conduct background checks and complete paperwork for onboarding. Schedule orientations and training sessions for new volunteers, as groups or individually as needed.
* **Scheduling and Coordination:** Create and manage volunteer schedules. Coordinate volunteer activities and ensure adequate coverage for events and programs. Prepare and distribute crew sheets prior to cruises and coordinate any special arrangements for transportation to non-normal ports.
* **Communication & Culture:** Maintain regular communication with volunteers, addressing any concerns and recognizing their contributions. Provide updates and feedback as needed. Host occasional happy hours after events to build a sense of camaraderie and connection, while also demonstrating organizational appreciation for volunteers’ work.
* **Record Keeping:** Maintain accurate records of volunteer hours, participation, and feedback. Prepare reports on volunteer activities as required (sea time letters for volunteers and reports that support grant-writing). Track volunteers’ training advancement and maintain a record of who is qualified for what crew positions.
* **Event Support:** Assist in supporting volunteers during their shifts, including ensuring there are adequate food plans, transportation assistance, and any other needs unique to each event.

**Qualifications:**

* Strong organizational and multitasking skills.
* Excellent communication and interpersonal abilities.
* Previous experience in volunteer management or related administration is preferred.
* Ability to work independently and as part of a team.
* Ability to lift and transport loads of up to 40lbs, including up/down flights of stairs.
* Proficiency or familiarity with Little Green Light database or other contact management system preferred.
* Passion for and familiarity with maritime heritage, the VIRGINIA V and/or the maritime industry is a bonus.

**Schedule and Compensation:**

* **Hours:** Seasonally dependent – 20 hours per week June through September; 10-12 hours per week October through May.
* **Schedule:** Flexible and variable; mostly remote, but will require some on-site work
* **Compensation:** $23/hour

**How to Apply:**

Interested candidates should send their resume and a cover letter outlining their relevant experience and interest in the position to Alicia Barnes at alicia@virginiav.org by Monday, October 21. Please include “Volunteer Coordinator Application” in the subject line.

**Equal Opportunity Statement:**

The Steamer Virginia V Foundation is committed to creating a diverse environment and is proud to be an equal opportunity volunteer and employment provider. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.