



MUSEUM of the Peace Corps Experience

Volunteer Position: Volunteer Coordinator

Vision: The Museum of the Peace Corps Experience envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.

Mission: The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of Peace Corps, encouraging visitors to serve—wherever they live, however they can.

Title: Volunteer Coordinator

Purpose: The volunteer coordinator will support the Museum’s volunteer staff with on-boarding, scheduled communications, and team-building activities.

Responsibilities:

- Develop and deliver on-boarding activities for new volunteers.
- Facilitate conversations about goals and objectives with individuals and teams to support volunteer retention.
- Support volunteer recruitment efforts by liaising with Museum partners and Peace Corps affiliate groups.
- Draft and disseminate communications to keep volunteers aware of new developments, events, and meetings.
- Support monthly meeting activities: drafting agendas, creating space for community-building, and facilitating online meetings.

Time: 5-15 hours per month

Location: This is a remote volunteer position.

Reports To: Human Resources team lead

Appointment: Volunteers are asked to commit to one year of service.

Qualifications:

- A people person that enjoys supporting, connecting, and encouraging others.
- Experience in event planning and execution, community organizing, and customer relationship management
- Strong written and verbal communication skills
- Strong organizational skills
- Experience with volunteer, staff, or classroom management

Support Provided: This role will collaborate with the Museum director to build the team and foster success, community, and team cohesion. On-boarding activities will ensure the volunteer is well acquainted with volunteer teams and activities at the Museum to help support interdisciplinary collaboration.

How to Apply: Please send an expression of interest and resume to email address below with the position title in the subject line: Volunteer Coordinator. Thank you!

info@peacecorpsmuseum.org