

USS MISSOURI MEMORIAL ASSOCIATION**POSITION DESCRIPTION**

Position Title: Director of Volunteers

Reports to: Vice President of Engineering and Facilities

Department: Volunteers

Primary duties:

The Director of Volunteers is responsible for developing, managing, and enhancing the museum ship's volunteer program. This individual will recruit, train, schedule, and support volunteers to ensure an engaging, educational, and safe environment for visitors and volunteers alike. This role is vital in helping to support the goals of the organization and preserving the legacy of the USS Missouri while fostering community involvement and historical stewardship.

Key Responsibilities:

Volunteer Program Management

- Maintains current programs and develops new volunteer programs as needed to meet the goals of the organization, community, and the Battleship.
- Develop and implement strategies for recruiting, onboarding, and retaining volunteers.
- Design and maintain a comprehensive volunteer handbook and training materials.
- Conduct orientation and training sessions for new volunteers.
- Work closely with other Association departments to fill volunteer requests and find the right placement for volunteers that meet the needs of the ship and interests of the volunteers.
- Manage volunteer scheduling, assignments, and performance tracking through a comprehensive volunteer database or volunteer software.
- Develop goals and objectives for volunteers along with a recognition program; and monitor their progress towards those goals.
- Facilitate regular meetings and recognition events for volunteers.
- Work with non-profit agencies, government agencies, high school and college groups, businesses, and various other community groups to establish partnerships for volunteer opportunities.

Leadership & Supervision

- Lead and mentor volunteer team leaders and coordinators.

- Ensure that all volunteers uphold the museum ship's mission, values, and safety protocols.
- Work directly with other UMMA Directors to plan and develop innovative programs.

Operational Support

- Work with department heads (e.g., Events, Education, Tours, Security, Engineering) to identify volunteer needs.
- Communicate regularly with UMMA leadership regarding volunteer services in the organization.
- Coordinate volunteer support for daily operations, special events, and educational programs.
- Ensure volunteer coverage for events and projects during museum hours and for special events after hours or on the weekend.

Community Engagement

- Promote volunteer opportunities through local outreach, online platforms, UMMA's Website, and additional partnerships.
- Represent the museum ship at community events and volunteer fairs.
- Utilize and maximize community resources and contacts (e.g., schools, veterans' groups, civic organizations) for the benefit of the volunteer program.
- **Administrative Duties**
- Maintain accurate records of volunteer hours and contact information.
- Prepare regular reports on volunteer activity and program impact.
- Assist with developing budgetary needs for the volunteer department and oversee approved budget throughout the year.

Qualifications:

Required:

- Bachelor's Degree (BA) from a 4-year College/University.
- Previous experience coordinating or managing volunteers (5 years).
- Strong leadership and interpersonal skills.
- Excellent written and verbal communication.
- Organizational and time management abilities.
- Commitment to historical preservation and nonprofit service.
- Strong computer skills.

Preferred:

- Experience in museums, historic ships, military heritage, or maritime organizations.
- Familiarity with volunteer management software (e.g., Bloomerang, Civic Champs, Volgistics).

- Background in education, history, event coordination, or public relations.

Time Commitment:

- 40 hours per week (Monday – Friday).
- May be required to work on weekends and evenings for events and volunteer coordination.

Job Type: Full-time