

## **Title: Venue & Volunteer Coordinator**

Reports to: Executive Director

Salary range depending on experience; \$52-56,000

This position may require working on observed holidays

One location: Woodlawn, Ellsworth, Maine

Woodlawn is a historic property with a house museum, miles of trails, a croquet court, community programs, and a new event space. We are looking for someone creative, organized, proactive, tech savvy, and fun who will promote and manage the campus facilities, program schedules and events.

### Key Responsibilities:

- 60 % Facilities: responsible for booking barn and campus venues; manage schedule and calendar
  - Coordinate all contracts and facilitate deposits, invoices and payments
  - Establish and maintain relationships with vendors and regional venues
  - Facilitate annual marketing plan and oversee advertising placements
  - Supervise the gift shop/online store; collaborate on inventory decisions
  - Ensure guest satisfaction and safety
- 30% Programs:
  - Support Croquet and Community Garden members and schedules
  - Coordinate Downeast Senior College facility
  - Support Woodlawn events – schedule, coordinate, promote
  - Ensure coordination with education and community outreach
- 10% Volunteers: promote, coordinate, assign, schedule and celebrate
  - Support efforts of students, volunteers, interns, researchers with archives/library

### Physical Requirements:

- Ability to lift up to 50 lbs
- Able to use stairs and walk on uneven ground surfaces
- Able to stand/walk 75% of each shift

### Qualifications:

- Bachelor's degree with at least three years of sales experience.
- High degree of technology competence including website, social media, Microsoft Office, Google, and database (Little Green Light preferred)
- Customer service experience, supervisory experience preferred
- Logistical, problem-solving, and multi-tasking skills as well as detail oriented.
- Grace under pressure and respectful of confidential information.
- Strong communication skills – verbal and written
- Understanding and appreciation for diverse cultures and an ability to relate well with individuals of diverse backgrounds, as well as people of all ages
- Flexible about schedule and able to work occasional weekends and holidays

### Fulfill the responsibilities of all Woodlawn staff:

- Attend regular staff meetings, relevant committee meetings, and campus events.
- Assist in maintaining a safe and welcoming campus.
- Work collaboratively with all staff and volunteers
- Other duties as assigned