

PT VOLUNTEER COORDINATOR

About Hildene:

Located in southwestern Vermont, Hildene was the seasonal residence of Robert Lincoln and his wife Mary. Mr. Lincoln was the only child of President Abraham Lincoln and Mary Todd Lincoln to survive to adulthood. Between 1905 and the death of their granddaughter Mary Lincoln Beckwith in 1975, more Lincolns (three successive generations) lived at Hildene than at any other place in the world. In 1978, the non-profit Friends of Hildene purchased and preserved the estate which is open to the public year-round.

As one of Vermont's top cultural heritage sites and tourist destinations, Hildene educates and inspires all generations by bringing the legacy of the Lincoln family to life. Our nonprofit is comprised of the Lincoln's 1905 Georgian Revival home, formal and working gardens, restored Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, twelve miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. Abraham Lincoln's values, shared through the estate his son Robert and subsequent generations maintained and cherished, are at the heart of our mission. *Learn more at: hildene.org.*

Position Overview:

Reporting directly to the Director of Guest Services and Retail Operations, the Volunteer Coordinator has a leadership role in managing and growing our dynamic volunteer program. This person is a partner in managing day-to-day operations in a manner that supports the mission, brand, and reputation of Hildene while building a sense of connection within our volunteer community and a pipeline of lifelong advocates, enthusiasts, donors, and benefactors.

The ideal candidate will have excellent verbal and written communication skills and a good understanding of Microsoft Office. We are looking for an individual who is eager to learn, grow their skillset, and come into their role with enthusiasm and dedication to quality work.

(Year-round position. PT, hourly, 10 - 15 hours per week with holidays and paid time off benefits. Some evenings and weekends are required).

Responsibilities:

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Collaborate with Director of Guest Services & Retail Operations to set and achieve volunteer program goals.
- Initiate interactions (phone/email/social) with volunteers in a friendly, professional manner.
- Manage and grow our dynamic volunteer program, including interviewing and placing volunteers in different roles based on our campus needs and their desires/skills/qualifications.
- Maintain accurate records, including tallying volunteer hours per department for accurate reporting.



- Manage volunteer onboarding.
- Coordinate and manage all aspects of annual volunteer events, including our Welcome Back event in May and Appreciation Dinner in September.
- Coordinate and manage all aspects of Friends Walk, a distinction reserved for a select few volunteer candidates annually, that includes an induction ceremony and luncheon in August.
- Coordinate Days of Service for different volunteer groups from schools, businesses, community groups, etc.
- Organize a Community Day of Service event to attract new volunteers.
- Research effective volunteer management practices and identify trends that could be implemented at Hildene.

Preferred Qualifications:

Education: Bachelor’s degree and/or at least 4 years professional experience.

- Ability to achieve goals, nimbly adjust priorities, positively receive feedback, and manage multiple tasks while working collaboratively with a high level of motivation.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with colleagues, volunteers, and donors.
- Excellent written and verbal communication skills.
- Attention to detail, proven data input accuracy, and commitment to high standards.
- Experience with databases, proficiency in Microsoft Office suite, and mail merges.
- Ability to manage confidential information and sensitive situations with grace and discretion.
- Desire to grow professionally and a curiosity to learn best practices/trends in volunteer programs.

Physical Requirements

- Ability to move objects weighing up to 10 lbs.
- Ability to communicate effectively.

Compensation: \$16/hr.

Benefits include dental and vision; life and AD&D insurance; paid time off; sick days, holidays; Simple IRA (Individual Retirement Account) account with employer 2% contribution.

Additional Information:

Background check required of applicants 18 years of age or older.

TO APPLY:

Please email a letter of interest and resume to Catherine Dirix, Director of Guest Services & Retail Operations, dirix@hildene.org.

Hildene, The Lincoln Family Home is an Equal Opportunity Employer and welcomes candidates for employment who will contribute to our diversity.

