



Friends of the

Corpus Christi Museum of Science & History

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

POSITION: Volunteer Manager

DEPARTMENT: Operations/Education

IMMEDIATE SUPERVISOR: DIRECTOR OF OPERATIONS

STATUS: EXEMPT - Full Time

HOURS: 40 HRS./WEEK

SALARY: \$43,888

Position Focus: The FCCMSH Volunteer Manager will reinvigorate and manage the Museum's Volunteer Corps. The successful manager will develop programs for volunteer groups including museum educators and interpreters (trained docents), adult volunteers (greeters and gallery hosts, educational programs, fundraising and event support, collections, data processing, administrative support), college interns, and teen interns. Some volunteers will serve behind the scenes, others will find joy engaging with museum guests or projects. In addition to inspiring others every day, the Volunteer Manager will recruit, train, evaluate, schedule, and supervise our volunteers.

Organizational Focus: The Friends of the Corpus Christi Museum of Science and History is operated under a service agreement to manage the City's public museum. The Friends is committed to developing and delivering informal STEM and TEKs-aligned education and exhibit experiences and managing the City of Corpus Christi's natural and material culture collections.

Organizational Mission: To engage our community in the active exploration of science, history, and innovation in the Corpus Christi and Coastal Bend region through exhibits and formal and informal educational programs that engage minds and inspire creativity in guests of all ages.

Brief History of the Organization: Working in partnership with the City of Corpus Christi through a service agreement, the Friends of the Corpus Christi Museum of Science and History (FCCMSH) manages daily operations of the City-owned Corpus Christi Museum of Science and History (CCMSH).

The CCMSH was established in 1957 and serves more than 80,000 guests annually. The nearly 100,000-square-foot facility introduces visitors of all ages to the region's natural history (from the ice age to present day) and more than 500 years of cultural history.

Through educational programs and exhibits, the museum invites each guest, regardless of their age, to put their hands on history and science, and perhaps to gaze into distant galaxies or to invent new design solutions for our built world. In 2024, the FCCMSH earned

reaccreditation from the American Alliance of Museums in recognition of the museum's exceptional operational integrity and programs. In addition to managing the City of Corpus Christi's collections (more than 400,000 objects), the FCCMSH aims to ensure educational integrity and provide vibrant visitor experiences.

Current programs/Annual Number Served: During the 2024-2025 school year, the museum welcomed nearly 10,000 school-age children enjoying TEKs-aligned field trips, homeschool programs, self-guided tours, and focused educational activities. The museum also engaged more than 5,000 people through off-site outreach activities, including *Museums on the Road* programs and community events. First-person character presentations and live science shows, and STEM discovery programs feature prominently in weekend activities year-round.

OUR OPPORTUNITY: This is a unique opportunity to join a small, passionate, collaborative team of professionals committed to the future of our museum and its myriad communities.

We seek a dynamic, creative, and passionate professional to reinvent and manage the day-to-day operations of the FCCMSH volunteer program. This position holds extraordinary potential for a person committed to developing innovative and invigorating volunteer programs.

As a key member of our leadership team, this individual reports to the Director of Operations with counsel from the museum's departmental directors, including education, collections and exhibits, visitor experience, and special projects/facilities.

This is a full-time, exempt position in a flexible working environment. As a full-time employee, benefits include health insurance, 401K, long and short-term disability coverage. The starting salary is \$43,888.

ROLES AND RESPONSIBILITIES:

- Work with staff to identify and evaluate volunteer needs, redefine and invigorate existing positions, and develop new volunteer positions that serve the mission.
- Facilitate group volunteer activities for community organizations, businesses, and schools in coordination with appropriate CCMSH staff.
- Manage and evaluate volunteer recruitment, screening, policies and guidelines, orientation, training, and onboarding.
- Define and model best practices specific to our museum's culture, community and assets
- Serve as a leader for volunteer activities by planning and implementing volunteers at events handling logistics, equipment setup, registration, and follow up.

- Ensure diversity and inclusion within volunteer program.
- Build and foster volunteer relationships to increase loyalty and commitment to serve resulting in volunteer retention.
- Manage all aspects of online tracking including agreements, waivers, service hours, and trainings, etc.
- Compile monthly and annual reports including number of volunteers, hours, and program growth year over year.
- Determine effectiveness through evaluating the supervision of volunteers and the roles volunteers play at the museum.
- Actively participate in museum and partner meetings and committees to stay informed and fulfill operational needs.
- Manage all volunteer communications by maintaining open communication with volunteers through e-mails, mailings, trainings, and meetings.
- Work with the communications team to maintain the volunteer section of the museum's website.
- Assist in planning, monitoring, and reporting of volunteer budgeting.
- Ensure volunteer program compliance with all safety and risk management requirements.
- Continue education and network by attending conferences, seminars, and functions concerning volunteer management topics.
- Identify and secure opportunities for outreach with community groups to promote the FCCMSH mission and increase recruitment.
- Manage or assist with other museum projects and events as needed.

REQUIRED QUALIFICATIONS, KNOWLEDGE & SKILLS:

Character

- Passion for people.
- Passion for our mission and motivation to exceed expectations to make a positive contribution to the organization and greater community.
- A deep understanding of Corpus Christi, the museum, and the positive impact the museum and its mission have on the region.
- Demonstrated experience with community-based work; capacity and desire to work with diverse constituencies and a commitment to public interest.
- Possess the ability to work independently and within a collaborative environment with all levels of staff, guests, and volunteers.
- Ability to make decisions, thrive in, and enjoy a fast-moving environment.

- Willingness to work on other duties as assigned, supporting teammates on a small collaborative team.
- Ability to develop effective partnerships with internal and external constituencies.
- A self-motivated individual with proven leadership abilities.

Experience

- Minimum of 3-5 years of volunteer service and leadership, or successful managerial experience with at least one year of experience as a supervisor in volunteer management or related experience and training. Experience managing a volunteer program is a plus.
- Demonstrated experience with community-based work
- Capacity and desire to work with diverse constituencies and a commitment to public interest.
- Proven experience working with multiple staff, volunteers, and program responsibilities.
- Ability to read, analyze, interpret, and work within FCCMSH procedures and guidelines.
- Proven track record of discretion and good judgement while working with confidential and sensitive information.
- Demonstrated ability to work well under pressure, prioritize multiple time-sensitive tasks, and meet deadlines.
- Possess strong organizational and administrative skills including record keeping and reporting.
- Outstanding communication, presentation, writing and interpersonal skills.
- Ability and willingness to work nights and weekends and to work outdoor and indoor events.
- Excellent computer skills including intermediate level of proficiency or above with Microsoft office applications. Working knowledge of volunteer management software is preferred.
- Must possess a valid driver's license with a safe driving record.
- An associate's or bachelor's degree from an accredited university is preferred. Prior experience with or as a volunteer leader will be considered.
- This position occasionally requires working nights, weekends, and holidays as necessary.
- All employees of FCCMSH are subject to mandatory background checks upon hiring.

Physical Requirements:

- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description; where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodation will be provided.
- Ability to utilize computer keyboard (typing) and sit for extended periods of the workday within an office environment.
- While performing the duties of this job, the employee is at times exposed to outside weather conditions while representing the museum and moving between various events.
- The general noise level in the office environment is moderate to quiet with some exceptions (such as during summer camp).
- Ability to operate a personally owned and insured vehicle.
- Ability to lift and carry up to 20 lbs. when transporting supplies.

Equal Opportunity Employer:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, genetic information, veteran or military status, pregnancy, marital or familial status, sexual orientation, gender identity or expression, or any other class, trait, or status protected by law.

The FCCMSH is committed to providing access and reasonable accommodation in its application process for individuals with disabilities and encourages applicants with disabilities to request any needed accommodation(s) using the contact information below.

Values: The CCMSH belongs to everyone. The FCCMSH seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences.

We are committed to ensuring that all feel welcome.

NEXT STEPS If you are qualified and interested, take the next step, and submit your resume, a cover letter describing your experiences in museums, as or with volunteers, your interest in this position, and a relevant writing sample (solicitation letter, proposal, etc.) for consideration to karens3@ccmuseum.com and veronicab3@ccmuseum.com.

All resume submissions are treated as confidential.



**1900 N. Chaparral St.
Corpus Christi, TX 78401**

EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL INFORMATION:

Name: _____

Complete Home Address: _____

City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)* ☐ Yes ☐ No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)* ☐ Yes ☐ No

If yes, please explain:

Are you bi-lingual? ☐ Yes ☐ No In what language/languages? _____

EMPLOYMENT DESIRED:

Position applying for: _____

Have you ever applied for employment here? ☐ Yes ☐ No

When _____ What position? _____

Have you ever been employed by this company? ☐ Yes ☐ No

When _____ What position? _____

Are you presently employed? ☐ Yes ☐ NoMay we contact your present employer? ☐ Yes ☐ No

Supervisor Name: _____ Position: _____

Contact Telephone Number: _____

Are you willing to travel? ☐ Yes ☐ NoDo you have an automobile? ☐ Yes ☐ NoValid Driver's License Number: State: Can you provide proof of auto insurance? ☐ Yes ☐ No Date you can begin employment: **EDUCATION:**

High School

Location

Graduate ☐ Yes ☐ No

GED ☐ Yes ☐ No

College

Location

Degree Obtained and Major

Can you provide proof of your education? ☐ Yes ☐ No *(Documentation will be required)*Are you planning to continue your studies? ☐ Yes ☐ No

If yes, where and what courses of study? _____

COMPUTER SKILLS:

Typing Speed in WPM: _____

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

WORK EXPERIENCE: Please list employment for the last five-(5) years starting with most recent employment.

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Attach an additional sheet if needed to list all employments in the last 5 years

REFERENCES:

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ _____

(applications without this information will not be considered)

Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.

PLEASE READ BEFORE SIGNING:

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

Applicant Signature: _____ **Date:** _____

DISCLOSURE FOR CONSUMER REPORTS

In connection with my application for employment (including contract or volunteer services) with CCMSH, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, work experience, education, accidents, licensure, credit (as allowed by law – where required, you will be presented with additional disclosures), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record (which will include all or part of the following information: photograph, social security number, driver's license number, your name, your address and medical or disability information), workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Acknowledged:

Signature

_____/_____/_____
Date

Printed Full Name

AUTHORIZATION

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by CCMSH ("Company") and its consumer reporting agency Intelifi. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during, as permitted by law, my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

In connection with my application for employment, I direct the following regarding my current employer: (please check one). Yes, my current employer may be contacted _____ / No, my current employer cannot be contacted _____

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

I authorize Company and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Intelifi at (888) 409-1819.

Printed Full Name: _____

Signature: _____

Date: ____/____/____

Email: _____; I do not have or want email _____
(Initial)

List mailing address: _____

For identification purposes:

Social Security No.: _____; Date of Birth: _____

Driver's License No.: _____; State of Issue: _____

Other Names Used: _____

INFORMATION REGARDING YOUR RIGHTS

I understand that I have the right to make a request to the consumer reporting agency: Intelifi ("Agency"), 8730 Wilshire Blvd, 4th Floor, Ste. 412, Beverly Hills, CA 90211, telephone number (888) 409-1819, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information. The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: www.intelifi.com.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me.

Check here: ☐

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law _____(initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5th Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

New Hampshire registered drivers: The consent for driving records is valid for only two (2) years and is revocable at any time.

Personal information in MVRs means information that identifies you, such as your photograph, social security number, driver's license number, your name, your address, your telephone number and medical or disability information relating to any license restrictions. **Highly restricted personal information** includes your photograph or image, social security number, medical or disability information relating to any license restrictions. 18 U.S.C. §2725.

Acknowledged:

Signature

_____/_____/_____
Date