



One Museum Court Buffalo, NY 14216
716.873.9644 buffalohistory.org

The Buffalo History Museum – Volunteer Coordinator

The Buffalo History Museum seeks a Volunteer Coordinator, a key member of the Guest Experience Team. The Volunteer Coordinator leads the Volunteer Committee in the development and implementation of recruitment and training programs, coordination of volunteer scheduling, and organization of volunteer enrichment and events. The Volunteer Coordinator provides administrative support for the Volunteer Program, which includes tracking volunteer hours and database management. This is a part-time position, with approximately 20 hours per week. As part of the Guest Experience Team, they will also provide support to program and education initiatives.

Requirements: Enthusiasm for The Buffalo History Museum’s mission and work. Demonstrates excellent interpersonal, persuasive oral and written communication skills. Past experience collaborating with staff and volunteers a plus. Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment. Proficient in Microsoft Office with experience in database management. All offers of employment will be contingent upon clear results of a thorough background check. Valid, clean driver’s license.

Qualified applicants may e-mail a cover letter and resume in PDF form “LastName_FirstName_VC19” to Rob deGuehery, Guest Services Coordinator at rdeguehery@buffalohistory.org by Monday, June 28th. No calls, please.

