



Position Title: Membership & Volunteer Coordinator

Appointment Type & Duration: This is a permanent, part-time staff position @ max of 25 hours/week

Reports to: The Executive Director

Compensation: \$18-22/hour

Umpqua Valley Arts

Umpqua Valley Arts (UVA) is a small community arts organization located in Roseburg, Oregon. The organization was established in 1971 to provide arts education, participation and appreciation activities for the community. The UVA team works closely with each other to manage all aspects of programs from administrative support to publicly representing the organization throughout the community.

Position Summary

UVA's Membership & Volunteer Coordinator is an exciting opportunity to create a welcoming environment and unique experience for members and volunteers in an established rural arts center located in Roseburg, OR. UVA houses galleries open to the public, classrooms for youth and adult education, workshops, a Clay studio and Multimedia studio, special events and rentals. The Membership & Volunteer Coordinator responsibilities include but are not limited to:

- Oversee front desk operations, including but not limited to: creating a welcoming front entrance, greeting guests, answer phones, etc
- Manage the info@ email address, class rosters, and general inquiries
- To be creative, grow and expand member satisfaction and memberships
- Member communications, including but not limited to: newsletters, social media posts, bulk mailings, etc.
- Manage CRM software - Bloomerang, Constant Contact, etc.
- Oversee and streamline Membership systems, policies and procedures, including annual membership renewals
- Oversee and streamline Volunteer systems, policies and procedures, including recruiting, onboarding and scheduling
- Take payment for memberships, gift shop sales, classes, workshops, special events, and rentals
- Maintain and upkeep of front entrance, Welcome table, and porch
- Work closely with Event Coordinator, Exhibition Coordinator, and Education Director to coordinate volunteers for programming as needed
- Coordinate Volunteers for Summer Arts Festival and other events throughout the year
- Network with community partners to promote services and strengthen community relations
- To be an advocate for arts and culture in the community

Special working conditions and physical demands

- Must be able to lift 50 pounds
- Ability to transport self and materials between multiple buildings on the arts campus
- Must hold current Oregon Driver's License and ability to use an insured and safe vehicle throughout Douglas County and occasionally out of the County. (All mileage is reimbursed.)

Minimum Requirements

- High School Diploma
- 2-4 years' experience working in a professional office
- Experience with CRM software
- Experience working with volunteer programs is preferred
- Experience working and communicating with the public
- Experience in handling cash and retail transactions
- Demonstrated ability to put customers first, ability to prioritize tasks, and attention to detail

Paid Vacation Time: UVA offers part-time employees (working over 20 hours/ week) 40 hours of paid vacation time per year. Unused paid time off hours will rollover into the next year. Vacation is available after the first 90 days.

Paid Holidays: UVA paid holidays for part-time employees (working over 20 hours/week) is 4 hours per paid holiday: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day (24 hours /year)

Work Schedule: This position's hours are Tuesday thru Saturday from 10am - 3pm. Scheduled work hours will be set at least one week ahead. In addition to regularly scheduled hours, staff are expected to work during special events such as Summer Arts Festival, Umpqua Plein Air and Opening Receptions.

Supervisory Control: The Membership & Volunteer Coordinator position will report to the Executive Director.

Performance Reviews: UVA's fiscal year runs from November 1st to October 31st. Performance / feedback reviews will be held a minimum of once a year – typically during the anniversary month of hire.