**Job Description**

**Job Title:** Volunteer Coordinator  
**Organization:** Colonial Pennsylvania Plantation  
**Reports to:** Program Director  
**Location:** 3900 North Sandy Flash Drive, Newtown Square, PA 19073  
**Compensation:** $12.00 per hour  
**Time Commitment:** Part time (averaging 20 hours per week)

**POSITION SUMMARY**

The Colonial Pennsylvania Plantation (CPP) is an 18th century living history farm museum featuring heritage breed animals, period-appropriate crops, and five historic buildings preserved to represent a typical mid-size colonial property. CPP interprets everyday life in Southeastern, Pa during the period 1760-1790 through historic skills demonstrations, programming, workshops, and events. The Volunteer Coordinator will be responsible for managing CPP’s volunteer program through recruitment, onboarding, training, and ongoing coordination and support of volunteers.

**PRIMARY RESPONSIBILITIES**

- Recruit volunteers for all open volunteer positions at CPP including costumed interpretation, historic skills demonstrations, site maintenance, garden, special events, and animal care.
- Review submitted volunteer applications. Communicate with all volunteer applicants, by email or phone, for initial assessment. Coordinate with other staff for on-site interviews.
- Manage new volunteer onboarding, orientation, and training.
- Coordinate with the Administrative Director to ensure volunteers have proper and updated clearances.
- Coordinate with staff and Person in Charge (PIC) regarding weekend program and special event volunteer needs.
- Maintain the online scheduling system.
- Coordinate spring orientation, ongoing volunteer training workshops, professional development opportunities, site visits, and end of season Volunteer recognition event.
- Oversee volunteer evaluation process.
- Design and edit weekly Constant Contact volunteer newsletter.
- Maintain a record of volunteer hours.
- As needed, review and revise volunteer policies and training manuals.

**BENEFITS**

- This is a part-time position without traditional benefits.

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The Colonial Pennsylvania Plantation is a non-profit educational corporation that qualifies under Section 501(c)3 of the Internal Revenue Code. We operate under lease agreement with the Pennsylvania Department of Conservation and Natural Resources.
QUALIFICATIONS

▪ Minimum 1-2 years of experience working as a volunteer coordinator or directly working with or managing volunteers.
▪ Experience working at nonprofit organizations or museums strongly preferred.
▪ Willingness to wear 18th century attire strongly preferred.
▪ Strong interpersonal and communication skills.
▪ MUST be willing to work as part of a team, take initiative, and be open and friendly with visitors, volunteers, and staff.
▪ Ability to work weekends.
▪ Knowledge of, or willingness to learn, 18th century history and skills preferred.
▪ Must submit to, and pass, a criminal background check and a Pennsylvania child abuse clearance.

To apply, please email your resume and cover letter to: Sarah Lerch, Program Director, at programdirector@colonialplantation.org. No phone calls please. Review of applications will begin immediately and the position will remain open until filled.