
HISTORIC MADISON, INC.

500 WEST STREET, MADISON, IN 47250 | PHONE: 812-265-2967

WWW.HISTORICMADISONINC.COM

Program Assistant to the Director of Programs Historic Madison, Inc. (HMI)

General Job Description

The Program Assistant is charged with providing direction, coordination, and consultation for all volunteers for Historic Madison, Inc. (HMI).

Under the supervision of the Director of Programs, the Program Assistant will work closely with the Director of Programs and the HMI Office Manager to ensure volunteers are staffed to support the various areas of operations, to include HMI museum properties, special programs, and events such as the Nights Before Christmas Tours, and group tours.

The Program Assistant also works in concert with the HMI Volunteer Liaison to support the volunteer programs & educational activities HMI coordinates.

The Program Assistant supports HMI programs as well as volunteer and educational activities throughout the year. He/she ensures continuity of recruitment, scheduling, and training of volunteers during the months when historic sites are not regularly open to the public.

The Program Assistant is a part-time position of 10-20 hours per week; there is some flexibility in terms of the hours and days to work as well as time needed in the HMI office. The Program Assistant can work from a home office base but is required to have access to e-mail and voice messaging. He/she will maintain contact with the Director of Programs and HMI office staff as well as attend staff and other meetings as required.

Job Duties and Responsibilities: (Other duties may be assigned as appropriate)

1. Assist the Director of Programs with the development, promotion, and maintenance of a wide range of volunteer opportunities within the organization.
2. Assist in the recruitment, placement, and retention of volunteers based on their skills and interests. Serves as point of contact in HMI for referral of names of people interested in volunteering. Follows up with individuals to determine their skills and interests and arranges for appropriate training and/or assignment of duties.



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3. Support all HMI property sites by ensuring that museum sites are staffed during scheduled hours and for special programs. Serve as point of contact for historic site leaders who are responsible for contacting and scheduling volunteers and makes phone calls for them if for some reason they are unable to do so.
4. The Program Assistant may need to fill in for a volunteer at a museum site on short notice so it can remain open.
5. Conduct and/or arrange for volunteer orientation, training/cross training, and recruitment programs. Follow up with historic site trainers to ensure that all people referred for training have been trained.
6. Assist the HMI office and site leaders in scheduling volunteer activities, including volunteer tours, in accordance with typical office management procedures.
7. Assist in planning and participate in volunteer recognition programs and special events, as needed.
8. Maintain accurate records on volunteer participation and up-to-date contact information for all volunteers.
9. Assist the Director of Programs with the distribution of all information relevant to volunteers.
10. Provide accurate records and reports to the HMI Office Staff.
11. May be required to work weekends to staff historic properties.

Personal Qualifications

- Be personable and have good people and communication skills.
- Be proficient in basic computer applications, such as word processing, spreadsheets, Internet usage, and e-mail.
- Have organization, record keeping, and planning skills required for this position
- Have the ability to work well with a diverse group of staff and volunteers and be a team player.
- Show willingness to adjust hours occasionally to accommodate the needs of the position.
- Have ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Have the ability to work within a flexible environment.

