

# CHICAGO ARCHITECTURE FOUNDATION

**Position Title:** Volunteer Coordinator, [openhousechicago](#)

**Classification:** Part-time temporary, average of 30 hours/week, no benefits. The expected duration of the assignment is 10 weeks, beginning August 15 until October 21, 2011. Pay is \$15/ hour.

**Position Summary:** The Volunteer Coordinator is responsible for the organization, training, communication with and scheduling of over 1,000 volunteers needed for the operation of [openhousechicago](#), a program of the Chicago Architecture Foundation. [openhousechicago](#) is a city-wide, free public event over the weekend of October 15 & 16 featuring behind-the-scenes access to nearly 140 of Chicago's greatest places and spaces. Participants will use a printed event guide and online tools to visit unique and interesting buildings in five Chicago neighborhoods. Volunteers will be assigned to each participating location to provide access control, public information, and attendance tracking.

**Reports to:** Project Coordinator, [openhousechicago 2011](#)

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## Duties and Responsibilities

Under the direction of the [openhousechicago](#) project team, the Volunteer Coordinator will be responsible for:

- Developing and managing a database of volunteer resources using Volgistics;
- Coordinating with community partners and site hosts to determine volunteer requirements at each [openhousechicago](#) location;
- Assist with volunteer recruitment with the [openhousechicago](#) team;
- Developing and distributing volunteer training materials;
- Scheduling and participating in training sessions;
- Scheduling volunteers and ensuring (through positive confirmations) that volunteers are aware of assignments and are committed to appearing as scheduled;
- Developing back-up plans to meet exigencies;
- Providing an evaluation/recommendation at the conclusion of the project, including volunteer retention recommendations;
- Other duties as assigned.

## Qualifications

The successful candidate will:

1. Demonstrate the ability and experience to organize, schedule and manage volunteer resources;
2. Document an aptitude for working effectively in a complex, time-critical environment coordinating diverse activities involving large numbers of volunteers;
3. Work well independently or in a group setting;
4. Possess core computer skills to utilize standard business office software and the internet;
5. Be able and prepared to work evenings and weekends, as required for trainings. Must be able to work the weekend of October 15-16 (and the week leading up to that);
6. Lift up to 25 lbs.;
7. Have an outgoing personality and be able to communicate effectively with clients and partners in person and over the phone;
8. Ability to travel throughout the city;
9. Excellent communication (written and verbal) and interpersonal skills;
10. Must be organized and detail oriented, have strong follow-through and ability to meet deadlines.

## Benefits:

In addition to your work, we will provide you with free admittance to architecture tours and lectures during your tenure with the organization, and a one-year complimentary membership to CAF.

**To Apply:** Please e-mail a resume and cover letter to [bbouma@architecture.org](mailto:bbouma@architecture.org). Please include the project title in the subject line.