



February 20, 2025

PTMSC is seeking a Volunteer Program Coordinator

The [Port Townsend Marine Science Center](#) is seeking an enthusiastic, collaborative, ocean conservation advocate to be our part-time Volunteer Program Coordinator.

This person will be the lead staff member responsible for the management of all aspects of the PTMSC volunteer program, including recruitment, training, placement, retention and recognition of volunteers, as well as for proposing and carrying out the volunteer-related goals of the current strategic plan. This position involves daily contact with potential and current volunteers, and assists with the organization's events and programs. The Volunteer Coordinator works closely with other PTMSC staff to recruit, place, and train appropriate volunteers based on organizational needs, and works collaboratively with the staff to provide mentorship for AmeriCorps Team members in their various roles working with volunteers. The Volunteer Coordinator also works with the Marketing and Development Team to help implement the organization's marketing and development strategies by creating the weekly Volunteer Update newsletter.

Qualified applicants will have at least one year of experience in a customer service and/or volunteer coordinator position, preferably in a museum or non-profit setting, and at least one year of supervisory experience.

This is an hourly position at 50% of full time, and paid at the rate of \$21/hour. This is a non-exempt position qualifying for overtime. Benefits include generous paid time off, including paid sick leave and personal leave.

At PTMSC we value collaboration generated by a positive, friendly environment. In addition to departmental responsibilities, team members have opportunities to participate in special projects, represent the science center at events, and advance their professional development.

How to Apply:

Find the full description for the Development and Marketing Director position on our website at [PTMSC - Work for Us](#).

This position is open until filled. Only electronic submissions will be accepted. Please email a copy of your resume and cover letter to jobs@ptmsc.org, with the subject "Volunteer Program Coordinator". Please address your cover letter to Diane Quinn, Executive Director.

All PTMSC personnel decisions are made without regard to age, race, ethnicity, color, gender, gender identity, physical, mental, or sensory disability, religion, national origin, marital status, sexual orientation, military status, or any other aspect unrelated to the purposes of this organization. Equal employment opportunity ensures that all employee actions are taken for job-related reasons.