



ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

Illinois Holocaust Museum and Education Center

Position Title: Volunteer Services Assistant, Part Time

Reports to: Volunteer Manager

Status: Non-Exempt

Work Schedule: Part Time (20 hours/week), Monday through Friday, some evenings and weekends.

Start Date: February 1, 2024

MUSEUM VISION

To be a world leader in connecting the history and lessons of the Holocaust to the issues of today, and inspiring and enabling people to take meaningful action.

MISSION STATEMENT

The Illinois Holocaust Museum & Education Center (IHMEC) is dedicated to preserving the legacy of the Holocaust by honoring the memories of those who were lost and by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum fulfills its mission through the exhibition, preservation, and interpretation of its collections and through education programs and initiatives that foster the promotion of human rights and the elimination of genocide.

BACKGROUND

The founding principle of the Museum is Remember the Past, Transform the Future. IHMEC uses the history and lessons of the Holocaust to transform the future - to equip students, educators and the public with knowledge, skills, and courage to take a stand for humanity. From simple beginnings as a single classroom, the organization has grown to become the 3rd largest Holocaust Museum globally and an internationally recognized leader in the fields of the Holocaust and museum education.

The Museum currently welcomes and touches the lives of approximately 200,000 people of all ages, nationalities, and cultural backgrounds each year. Visitors are empowered to become Upstanders for social justice, to speak out against genocide, and to lead by example. We teach the lessons of the Holocaust through cutting-edge exhibitions, innovative public programming, inspiring student leadership days and field trips, premier educator professional development opportunities and meaningful Law Enforcement Action in Democracy programs. Special exhibitions and programming go deeper into the aspects of the Holocaust and broader into other areas of human rights.

THE OPPORTUNITY

The Volunteer Services Assistant will assist in all facets of the Museum's volunteer program, including the recruitment, training, onboarding, scheduling, and recognition of volunteers. The Volunteer Services Assistant may be asked to fill in on Visitor Services roles such as Admissions or facilitating our Virtual Reality and Hologram presentations as needed. They will interact with volunteers frequently.



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MAJOR RESPONSIBILITIES

- Schedule volunteers to ensure coverage in critical areas.
- Manage inventory of supplies for volunteers.
- Assist with volunteer recognition efforts and events
- Cover Visitor Services shifts as needed.
- Support the training of new volunteers.
- Update and maintain volunteer and docent websites.
- Respond to volunteer inquiries as needed.
- Assist with volunteer recruitment efforts.
- Other duties as assigned.

CANDIDATE PROFILE

- Experience working with volunteers a plus.
- Outgoing, with exceptional customer service skills and the ability to work with a diverse workforce.
- Self-starter with problem-solving skills.
- Ability to establish and maintain positive, effective relationships with a wide variety of people.
- Strong written & oral communications and organizational skills.

Physical Requirements: May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; spend considerable time on feet; and to reach both above and below shoulder height.

Committed to Diversity

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, women, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

Learn More

Visit our website, engage in virtual experiences, and learn more at ilholocaustmuseum.org.

To Apply

Interested applicants should email a cover letter and resume to jobs@ilhmec.org and include "Volunteer Services Assistant" in subject line.