



Discovery Cube offers hands-on science education that delights, challenges, and encourages kids. Discovery Cube has made a positive difference in thousands of lives for 35 years. Our organization achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These future-forward initiatives inspire educators, their students, and all of us committed to learning for life.

Our original center in Orange County, as well as our newer Los Angeles campus, gives those seeking immersive, interactive science activities a way to jump into the learning fun. In addition to our campuses, educational outreach programs remain a major part of our mission. Bringing a host of experiences directly to learners is essential to achieving the organization's core initiatives. It's a mission that also includes empowering real-world applications by giving learners a chance to make a difference. This vision has made the Discovery Cube a prominent advocate for modern science education over the years. Spotighting science as a solution and as a force for good is what Discovery Cube so successfully does.

Position:

The Volunteer Services Department oversees the activities of over three hundred fifty (350) active and engaged volunteers. The Coordinator assists with the overall management of the Volunteer Services Department including, but not limited to, managing and training volunteers, recruiting new individual volunteers and group event volunteers, planning and executing volunteer support for large scale events, recognizing volunteers, and managing the volunteer database. This full time (40 hours per week) position requires flexibility in scheduling, with the ability to regularly work weekends and holidays as well as occasional evening events.

Responsibilities:

- Together with the Volunteer Manager, design, develop and implement new volunteer program initiatives
- Develop and implement volunteer recognition plan
- Manage Teen Program leaders and groups
 - Supervise, train, and support teen Team Captains
 - Cultivate leadership opportunities through the development of new teen volunteer committees
- Coordinate school and community partnerships and supervise partner activities
- Assist the Volunteer Manager in managing volunteers during normal operations as well as during special events, including:
 - Actively supervise volunteers, providing support, coaching and acting as a positive role model
 - Positively and actively engage with volunteers in the Volunteer Room, on the exhibit floor and at events
 - Maintain and promote positive moral
 - Recruit new volunteers and interns
 - Promote the Volunteer Program through approved social media
 - Collaborate and coordinate with Operations, Development and Education Departments to provide volunteer support for events, special projects and initiatives



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- Create, organize and implement volunteer orientation and trainings
- Manage volunteer database
- Plan and implement volunteer interview sessions
- Together with the Volunteer Manager, develop and oversee Summer Intern program
- Together with the Volunteer Manager, develop and implement recruiting strategy for large scale events
- With the Volunteer Manager, develop annual goals and evaluation processes for the Volunteer Program
- Develop and maintain positive relationships with staff, volunteers and volunteer groups
- Together with the Volunteer Manager, supervise Volunteer Department Shift Lead
- Work on additional projects and tasks as assigned

Qualifications:

- Bachelor's Degree or equivalent experience
- Must have availability Saturday and Sunday, in addition to three (3) weekdays
- Experience working and/or volunteering for a nonprofit organization preferred
- At least two years of supervisory or leadership experience
- Excellent attention to detail and problem-solving skills
- Demonstrated high level of competency with Microsoft Office software
- Excellent written and oral communications skills, including public speaking
- Strong organizational and time management skills
- Self-starter with Initiative and strong work ethic
- Ability to work with a diverse group of people and excel in a team environment
- Able to manage high volume and stressful situations

What's In It For You:

- Medical, dental and vision insurance
- Optional supplemental insurance coverage
- 401K with up to 4% match after one year for full-time employees
- 14 Free general admission tickets per year
- 4 Bubblefest tickets plus admission
- 10% of on-site dining and shopping discount
- Employee discounts through ADP
- Accrued paid time off for full-time employees
- 10 paid company holidays

Pay Range for this position is: \$20-\$22 per hour



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Discovery Cube provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.