



POSITION ANNOUNCEMENT

Program Assistant

AmeriCorps Community Corps Member

Position Summary:

This energetic, enthusiastic people-person will fill a full- OR half-time position as Program Assistant to the Chippewa Valley Museum's Program Manager. The Program Assistant will primarily assist in recruiting and retaining volunteers, producing training materials, and assisting with museum operations. Recruitment and training will include teenagers (13-17), university students, and retirees. This limited-term 12 month position is funded through the Marshfield Clinic Health Systems (MCHS) AmeriCorps Program which is dedicated to improving community health. MCHS will lead mandatory orientation and periodic training throughout the year.

Why a museum for community health:

In recent studies it has been found visiting museums reduces stress levels and anxiety. Museum visits also appear to show positive effects in lowering the intensity of chronic pain and improving symptoms of depression among other positive health outcomes. Similar positive health outcomes have been documented among those who regularly volunteer in their communities.

Essential Duties and Responsibilities:

- Recruit new volunteers
- Assist in development of methods to increase volunteer retention and satisfaction
- Produce training materials for new volunteers
- Update volunteer position descriptions and projects
- Assist with Museum Operations by greeting visitors, working in the museum store, and selling admission

Qualifications:

- *Required:* Clear communication and active listening
- *Required:* Good time management and follow through
- *Required:* Flexibility, dependability, and empathy
- *Required:* High School graduate age 17 or older
- *Preferred:* Strong public speaking skills
- *Preferred:* Experience working in retail, other service industry, or equivalent
- *Desirable:* Interest in cultural expression
- *Desirable:* Intellectual curiosity

AmeriCorps Program Benefits: Modest bi-weekly living allowance; no-cost health, vision, and dental insurance; low- to no-cost child care assistance (full-time only); \$6495 (full-time) or \$3247.50 (half-time) educational award for tuition or student loan payback upon completing service. 15 days vacation.

Schedule: Full-time: 35-40 hours/week, half-time: 20 hrs/week. Must be available every other weekend and occasional week nights. Must attend AmeriCorps orientation September 12-16, 2022.

Service Term: September 12, 2022 – August 31, 2023. Must complete full-term.

HOW TO APPLY: Email cover letter, resume, and references in PDF format to searchcommittee@cvmuseum.com with your name in the subject line. Application review begins July 18. Position is open until fill or August 17, whichever comes first. Request a complete job description from searchcommittee@cvmuseum.com.