



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

## Position Description

### Interpretation & Volunteer Coordinator

Philadelphia Yearly Meeting of the Religious Society of Friends.

#### Position Summary:

The Interpretation & Volunteer Coordinator at Arch Street Meeting House is responsible for recruiting and training greeter/guides for religious and historic interpretation on Quakerism and for providing outreach on behalf of PYM to seekers and tourists.

#### Key Responsibilities:

- 1) Volunteer Coordination
  - a. Recruits, trains and oversees volunteer greeter/guide working group.
  - b. Organize recognition events for volunteers.
  - c. Serves as staff support for the guides working group.
- 2) Interpretation Program Management
  - a. Maintains exhibits on Quakerism at Arch Street Meeting House.
  - b. Assists with the coordination and scheduling of upcoming exhibits by the Meeting, the Exhibits Working Group and others planning and/or organizing exhibitors.
  - c. Keeps statistical information on the visiting public.
  - d. Maintains interpretative brochures and pamphlets.
- 3) Interpretation
  - a. Schedules, conducts and leads tours.
  - b. Promotes Arch Street Meeting House interpretation program on the web, in tour books and with professional tour operators.
  - c. Develops and maintains contacts with historical organizations in Philadelphia.
  - d. Plans and coordinates events such as the William Penn Welcome Week.
- 4) Retail Sales
  - a. Purchases, sells and tracks items sold at Arch Street Meeting House.
  - b. Maintains inventory for all retail items.
  - c. Prepares information for quarterly sales tax filings.
  - d. Organizes items for sale at Annual Sessions
- 5) Attends Annual Sessions.
- 6) Other duties as assigned.

#### Qualifications:

Knowledge of Quakers and Quakerism required. Experience working with groups and good interpersonal skills required. Ability to work Saturdays. Experience in recruiting and managing volunteers; experience with sales, bookkeeping and inventory. Foreign language skills helpful. Knowledge of Quaker history and William Penn's Holy Experiment desirable

**Accountability and Salary Range:**

This is a Band 2 position, it is expected that a successful candidate to this position would be eligible for a starting salary of approximately \$18.70/hr to \$20.30/hr depending upon experience and skills. This position reports to the Director of Arch Street Meeting House.

**Annual Review:**

Will be conducted by the Director of Arch Street Meeting House.

Note: All Philadelphia Yearly Meeting staff members work in a collaborative manner to support the concrete and spiritual goals of the Yearly Meeting as a whole. In that context all are expected to be flexible, collegial, and willing to accept a variety of assignments.

**Application Process:**

- Please provide a letter of interest (including salary history and salary expectations), resume and three references to the attention of:  
Ginny Connolly, Human Resources Coordinator  
Philadelphia Yearly Meeting  
1515 Cherry Street, Philadelphia, PA 19102  
humanresources@pym.org  
RE: "Interpretation & Volunteer Coordinator"
- Application deadline: 9/5/2008, or until position is filled

Reviewed 7/17/08