

## Special Events/Volunteer Services Coordinator

The Washakie Museum, Worland, is seeking a qualified staff member to coordinate volunteers, supervise the reception desk and gift shop, and coordinate special events. Must have experience with Microsoft Office (word, publisher, excel), photoshop, and similar programs. Must be able to hire, motivate, and train volunteers. Must have excellent communication skills and enjoy working with volunteers and visitors. This is a full-time position with benefits. Evening and weekend work is required for special events and tourist season demands. Starting wage is \$12/hour (FT equivalent of \$24,960 per year) plus benefits. Regular hours are Tuesday through Friday, 8:00 a.m. to 5:00 p.m. (8:30 to 5:30 p.m. during summer season), Saturdays are 8:45 a.m. to 4:15 p.m. (5:00 p.m. during summer season). Must be flexible to shift schedule to accommodate programs and special events including nights and weekends. Send a resume with professional references to [creichelt@washakiemuseum.org](mailto:creichelt@washakiemuseum.org).