



Greater West Bloomfield Historical Society

OFFICE & ACTIVITIES COORDINATOR *Position Description:* The GWBHS Office & Activities Coordinator partners with the Greater West Bloomfield Historical Society's volunteer board of directors to create and deliver various services: support GWBHS events, coordinate maintenance/production/dispersal of GWBHS materials; and recruit volunteers. The independent contractor is paid a monthly stipend of \$180, consisting of approximately 12 hours of work per month. The individual will submit an itemized invoice to the Board's Treasurer.

AND Coordinate Apple Island Tours annual event with preparations April- mid June.

The independent contractor is paid a flat fee of \$1,000. The individual will submit an itemized invoice to the Board's Treasurer.

Duties and responsibilities include:

1. **Open Houses (OH)**, Second Sunday of the month, 1-4 pm:
 - a. Be at the Museum during the OH, 12:30-4:30pm.
 - b. Bring designated exhibit materials upstairs and downstairs.
 - c. See that a volunteer is able to set up and take down, or handle: update outdoor sign, set out/return outdoors museum flags, maintenance as needed.
 - d. Conduct other office duties and responsibilities during the Open House.
 - e. Support OH hosts as needed.
2. **Office Materials**
 - a. See that scheduled & mailed materials go out on time: newsletter, membership letter, annual appeal letter, Volunteer Appreciation invitation, and others as needed.
 - b. Materials distributed to community:
 - i. Printed copies of yearly events and Open House (OH) flyers and oversee distribution every other month: event box, WB Town hall, Orchard Lake City Hall, Museum Welcome Center.
 - ii. Newsletter and GWBHS brochures, three times annually.
 - iii. Library event box. Maintain
 1. Update materials with one each of the updated GWBHS Thanks Supporters, and appropriate Event & OH flyers.
 2. Numerous copies for guests: Event sheets, support GWBHS Throughout the Year and brochures.
 - iv. WBT Library case. As needed, see the materials are produced, installed and removed. Handle only if needed.
 - c. Summer postcard. See sponsorship is in place, artwork updated, post card ordered, delivered, packaged and distributed
 - d. Maintain materials; see updates are made, and reorder: No. 10 envelopes, pocket professors, business cards, rack cards. Print event sheets as needed.
 - e. Events. Collect annual meeting and Appreciation Reception reservations by Google phone. Report totals. Report all event attendance numbers annually.
3. **GWBHS Library events and Orchard Lake Fine Arts Show (OLFAS)** and other events:
 - a. As needed provide logistic and volunteer coordination.
 - b. Pack/carry 5-10 lb. boxes/transport/maintain/return materials from basement to/from event sites.
 - i. OLFAS - last weekend in July.
 - ii. Library - Event box. In June remove and September deposit.
4. **Recruit GWBHS volunteers** through websites, social media, and other means.

5. **Annual Apple Island Tours**, second weekend in June. Chair this event.
 - a. April: Handle logistics: talent invitations, island use permission, OL dock use permission, WBP transportation contract, port a john ordered, volunteer lunches, insurance, WWAM workers verified
 - i. Review, update, send various volunteer invitations and manuals
 - b. May Recruit volunteers and update roster
 - i. Meet with Orchard Lake City staff prior to event for site logistics
 - c. June Pack for event, confirm volunteers, and prep exhibit materials in basement ten days prior to event
 - i. Lead WWAM (Weekend and Weekday Alternatives for Misdemeanors) workers, 9-3 pm
 1. Set up Thursday or Friday prior to event
 2. Take down and unpack Wednesday following event
 - ii. Compile final report with attendance, costs, income, and comments from guests and volunteers. See all materials are reshelved. Present report at a board meeting.
6. **Other duties**
 - a. Phone. Update recording monthly; listen to recording and give appropriate people messages.
 - b. Submit monthly invoice with tasks and hours listed. A 1099 tax form will be provided by GWBHS.
 - c. Assist president as needed.
 - d. Other duties as assigned.
 - e. Learn and use the database system for accessions.

Qualities needed:

1. Be self directed.
2. Able to
 - a. see ways to improve and make suggestions.
 - b. maintain materials and able to work with written plans and production calendar. Handle communications in a timely manner.
 - c. coordinate and promote GWBHS events.
 - d. maintain the office work environment (carry 5-10 lbs. archives up and down stairs)
 - e. Use printer/scanner
 - f. Familiar with a wide array of communication methods including email, and texting. Learn and use Google MyDrive and Trello, a group task app.
 - g. Comfortable using a printer and paper cutter.
3. Enjoy working with volunteers, meeting new people, interacting with others, and attending public events both as a guest and as a GWBHS representative.
4. Be passionate about local history and demonstrate enthusiasm in support of the GWBHS's mission. Residency within West Bloomfield Township, Keego Harbor, Orchard Lake Township, or Sylvan Lake is preferred.
5. Make a formal commitment to fulfill all agreed-upon objectives/deadlines on time and within budget.
 - a. This includes dedicating 12 hours per month to ensure that all Office and Activities Coordinator deliverables are met in a satisfactory manner.
 - b. This includes dedicating 50 hours, April - June to ensure that all Apple Island Tours deliverables are met in a satisfactory manner.

Timeline:

By November 21, 2018 applicants email resume with answers to the following questions to gina@gwbhs.org.
December 8, 10 am- 3 pm, 2018. Applicants who look to fit our needs will be interviewed for 30 minutes each.
January 3, 2019 the selected OAC will begin work with a meeting during this week.
 For more information about GWBHS, please visit www.gwbhs.org

Office & Activities Coordinator Application Questions

To Help Us Know the position application better please include in your email answers to the following questions in less than 150-200 words:

1. Your name, address, email and phone. Do you live within ten miles of the Orchard Lake Museum at Orchard Lake and Long Lake Roads?
2. Your abilities with Google Drive, Google Photos, Trello
3. Are you available second Sundays monthly from 12:30-4:30 at the Museum?
4. How comfortable are you with working from a task list and being self directed?
5. How comfortable are you with working with volunteers age 5-85?
6. How comfortable are you with routine office work?
7. What skills to you have leading social events?
8. List your top three strengths