



Indianapolis Motor Speedway Museum Position Description

Position Title	Volunteer Coordinator
Department	Administration
Reports To	Director of Administration
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	Full-Time, Exempt

Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary:

The Volunteer Coordinator will be responsible for developing and implementing a new volunteer program for the Indianapolis Motor Speedway Museum in preparation for the reopening of the Museum in April 2025. Key responsibilities for this position include developing and managing all aspects of the Museum's volunteer program, including creating policies and procedures, recruitment, training, and supervision.

Specific Duties:

- Drafts and maintains guidelines, best practices, and procedures for volunteer program.
- Liaising with outside organizations to understand their needs and develop volunteer partnerships
- Communicate with all departments of the organization to identify available opportunities and needs for volunteers.
- Interviewing and hiring volunteers, ensuring they are appropriately matched and trained for a position.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Providing ongoing support and training for volunteers.
- Coordinates volunteer recognition and appreciation events and activities.
- Maintains a volunteer database with accurate records of hours, contact information, and more.
- Working with communications team to create and distribute communications and publications and acting as a single point of contact for communications with volunteers.
- Evaluating volunteer positions and position descriptions.
- Working with staff to ensure effective utilization of volunteers.
- Coordinating volunteer groups for projects
- Acting as a liaison to other organizations that are sending volunteers



Qualifications:

- Bachelor's Degree in related field highly preferred
- Strong communication and organizational skills
- Strong leadership skills with ability to motivate and encourage others.
- High level of professionalism and courtesy
- Excellent time-management skills
- Proficient in Microsoft Office software
- Great attention to detail

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Submit Resume & Cover Letter: museumjobs@brickyard.com

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