



## **RHS Board of Directors: Volunteer Coordinator**

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**Mission:** The Richfield Historical Society's mission is: to acquire, document and preserve the unique story of Richfield, Minnesota. In addition, our mission is to inspire a sense of place and history through the details of our past.

**About RHS:** The Richfield Historical Society is a 501(c)3 nonprofit organization that formed in 1967 to preserve the Riley Bartholomew House. Since then, we have expanded our goals to collection, preserve and share the history of Richfield, Minnesota. We operate at our History Center, Library and Bartholomew House museum located at 6901 Lyndale Ave. South. The Society currently has the following staff members: Executive Director (20 hours/week).

**Volunteer Coordinator Focus:** The Volunteer Coordinator is responsible for the recruitment, placement, and retention of the volunteers.

- Work with other directors to find volunteers for specific and general needs
- Manage the volunteer needs of our society
- Create a place to make it easy for volunteers to communicate and stay informed
- Create and maintain a volunteer onboarding process

### **Suggested Responsibilities:**

- Advance the mission of the Richfield Historical Society
  - Activity promote the mission of the Society, contributing to ideas and expertise.
  - Be informed about the society's mission, services, programs and policies; inform others about the society, and work to enhance the organization's public image.
  - Follow the Society's conflict-of-interest policy.
- Actively participate in all board meetings
  - Attend monthly Board meetings in person or by phone.
  - Review agenda and supporting materials prior to board meetings.
  - Complete work required outside of board meetings, as needed, to achieve the society's needs and ensure operational success.
  - Participate in special events
- Ensure adequate resources
  - Maintain an active membership
  - Make additional gift according to personal ability
  - Seek additional members and solicit financial donations

**Richfield Historical Society**  
6901 Lyndale Ave. South  
Richfield, MN 55423  
[richfieldhistory@gmail.com](mailto:richfieldhistory@gmail.com)  
(612) 798-6140



**Elected by:** Board of Directors, Richfield Historical Society members

**Term Length:** 2 years

**Time Commitment:** Monthly meetings, additional time required for special assignments and other board commitments.

**Application Procedure:**

Please submit the attached application, and resume to:

Richfield Historical Society  
6901 Lyndale Ave. South  
Richfield, MN 55423

Or email your application to:

[richfieldhistory@gmail.com](mailto:richfieldhistory@gmail.com)

Application are due by **November 20, 2017**. Positions are generally two year terms. If you have any questions, please contact RHS Executive Director, Alyssa Swanson at 612-798-6140 or email at [richfieldhistory@gmail.com](mailto:richfieldhistory@gmail.com). Thank you for your interest in the Richfield Historical Society.