## Task Description – Volunteer Systems Maintenance

**Summary**

The Toronto Railway Museum depends on volunteers. Without active, enthusiastic, capable volunteers the museum cannot thrive. The Volunteer Systems Maintenance maintains the volunteer records databases used by Museum staff and volunteers to manage volunteer operations. (Volunteer recruitment and communications are the subjects of separate Task Descriptions.) The museum Contact Record Management system runs on [CiviCRM](https://docs.civicrm.org/user/en/latest/) on the WordPress platform.

**Responsibilities**

* Use CiviCRM to maintainup-to-date contact information for all volunteers
* Use CiviCRM and Excel spreadsheets to track and report monthly volunteer activity
* Use CiviCRM and MS Word to produce customized lists for use by management and other volunteers (contact lists, ID cards, etc.)

**Requirements**

* Proficient in the use of MS Access, Excel and Word software
* Previous experience with Constituent Relationship Management systems will be an asset. (Eg. open-source systems like CiviCRM or proprietary systems such HubSpot, Keela, DonorPerfect or Raiser's Edge)
* This work is appropriate for remote working arrangements (from a home office for example).
* The time requirement is approximately 10 hours per month

**Reporting Structure**

* The Volunteer Systems Coordinator reports to the Director – Human Resources

**Timing:** The incumbent for this position will be leaving for another volunteer assignment but will be available for training.

**Number Required**

* One only

**Timing:** As soon as possible

**Special Requirements of this Task (legal, medical, compliance, certifications:**

* None

Interested candidates should submit their up-to-date C.V. to the current Volunteer Coordinator at [volunteer@trha.ca](mailto:volunteer@trha.ca). In your covering letter please mention the relevant strengths and experience which you would bring to this position.