



# WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
<b>VOLUNTEER POSITION DESCRIPTION</b>	<b>Edenwold Sleeper Car Coordinator</b>

**Position Title:** Edenwold Sleeper Car Coordinator

**Description/Purpose of Assignment:** The Edenwold sleeper car coordinator is responsible for the coordinating of volunteers and members of the FRRS in the use of the Edenwold sleeper car and all other lodging facilities at the museum.

The Edenwold sleeper car coordinator reports to the superintendent of operations.

Should there be any doubt as to authority or safety of proceeding, from any cause, the Edenwold sleeper car coordinator will consult the superintendent of operations or the general superintendent.

The Edenwold sleeper car coordinator must promptly report to proper authority any accidents or violations of rules and instructions; report any damage to lodging facilities that occur during the Edenwold sleeper car coordinator tour of duty. The Edenwold sleeper car coordinator must promptly inform proper authority of any personal injuries sustained by any volunteer, employee, visitor or guest.

The Edenwold sleeper car coordinator works closely with, and must communicate and cooperate, with the general superintendent, superintendent of operations, chief mechanical officer, steam department, other operations supervisors and special event coordinators, to coordinate the needs of these various departments and their activities.

In the absence of the Edenwold sleeper car coordinator, or written instructions, from the general superintendent or superintendent of operations, operations supervisors may make arrangements for use of the Edenwold sleeper car by checking the current reservation listing and following the PM0030 FRRS Lodging Policy.

This position is vital to the museum and requires patience and strong attention to detail.

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**List of Tasks:**

- Ensuring member and visitor safety
- Working with other department members
- Assisting other crew members
- Managing the FRRS Lodging policy
- Assisting in cleaning the Edenwold sleeper, troop car and cabooses used in the lodging policy
- Receiving and posting reservations listings, both hard copy and sending to webmaster for posting
- Arranging service to the Edenwold sleeping car when needed

**Outcomes/Goals:** The volunteer will know the assignments of an Edenwold sleeper car coordinator and will have performed them successfully according to acceptable museum policies and procedures.

**Training:** All volunteers are required to attend the annual training. The Edenwold sleeper car coordinator must attend a formal and requisite training session focused specifically on proper handling of duties. Other topics include instructions for the safe operating of museum equipment.

The museum volunteer manager or general superintendent will supervise all volunteers; however, an experienced volunteer may assist/lead in orientation and training.

**Reporting:** All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The superintendent of operations or the general superintendent may request additional reports, such as progress reports.

**Time Commitment:** WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

The Edenwold sleeper car coordinator should expect an on-going time commitment of approximately 10 - 30 hours per month during operation season and 2 - 3 hours during the off-season hours as required.

**Qualifications Needed:** Edenwold sleeper car coordinator candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with the museum members and volunteers.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

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The ability to write neatly and legibly is preferred.

There is one class of the Edenwold sleeper car coordinator position:

1. Edenwold Sleeper Car Coordinator

Other documents:

- PM0030 FRRS Lodging Policy
- Sleeper Reservation process and procedure
- FRRS Safety and Health Program
- FRRS Policies and Procedures
- Volunteer Manual

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