



## Job Description (updated 3/13/17)

<b>Job Title</b>	Volunteer Coordinator
<b>Department(s)</b>	Shelter
<b>Job Classification</b>	Part-Time, Hourly, Non-exempt
<b>Job Relationships</b>	Reports to Shelter Manager Oversees volunteers

### **Position Summary**

Responsible for the recruitment of volunteers for Animal House Rescue & Grooming, arrangement of their training and service as volunteers, the maintenance of records, and communication and coordination of volunteer activity at Animal House Rescue & Grooming.

### **Essential Functions**

- Actively recruits volunteers through use of the website, print media, community calendars, public speaking, attendance at community meetings and events
- Coordinates volunteer training and onboarding
- Prepares for, schedules and attends monthly volunteer orientations
- Maintains volunteer records and data in Volgistics and Petpoint
- Serves as liaison between volunteers and department managers
- Research effective volunteer recruitment and retention strategies
- Report monthly on department activities to senior staff
- Report monthly on volunteer budget variance status to the Executive Director
- Attend monthly senior staff meeting and weekly rounds.
- Coordinates interns
- Attends professional meetings and events to promote Animal House
- Coordinates group volunteer days
- Coordinates youth tours
- Write and keep updated departmental SOPs and volunteer handbook
- Order volunteer supplies
- Communicate regularly with volunteers
- Mitigates and addresses conflicts and performance issues with volunteers
- Coordinates annual volunteer appreciation event with the Foster Care Coordinator
- Performs additional duties as needed

### **Qualifications**

**Education/Experience:** Minimum of two years of college or equivalent experience; Minimum of one year supervisory experience

**Knowledge:** Volunteer program knowledge preferred

**Skills:** Strong interpersonal, oral and written communication skills; detail oriented and organizational skills; leadership skills; teamwork skills; proficient computer skills

**Abilities:** Able to work with people from a variety of backgrounds; able to work with animals; able to work as part of a team, across several departments; able to prioritize; ability to work in a high-stress, fast paced environment