

	Employee Job Description	Number of Positions: 1
	Volunteer Coordinator	

Summary: The Volunteer Coordinator is responsible for Feline Rescue (FR) volunteer recruitment, arrangement for their training and service as volunteers, records maintenance, and communication and coordination of volunteer activity within FR programs and office administration as well as off-site events.

Position Supervised by:

Executive Director

Duties and Responsibilities:

1. Serves as liaison between volunteers, program directors, community partners, and FR leadership.
 - a. Drives the creation of a communications plan to meet volunteer needs and maintenance of the adopted plan.
 - b. Participates in monthly department meetings.
 - c. Communicates regularly with volunteers through on-site visits with volunteers performing duties and periodic attendance at program-specific meetings.
 - d. Provides monthly activity reports to the Executive Director including volunteer hour reports and current program or skills-based needs
 - e. Monthly board meeting attendance and reporting.
 - f. Serves as the main contact for program or other skills-based interns, including liaising with the sponsoring educational institution. Monitors and provides applicable reports regarding intern performance.
 - g. Acts as liaison between FR and corporate volunteer groups. Maintains ongoing project lists appropriate for large group activities and coordinates work between the group and FR staff/volunteers. Develops and cultivates positive community relationships.

2. Ensures adequate volunteer staffing for programs, administrative functions, and on/off-site events.
 - a. Proactively recruits, supervises, directs, and mentors program-specific Volunteer Coordinators.
 - b. Researches effective volunteer recruitment and retention strategies. Researches recruitment resources to determine the most appropriate recruiting tools for specific volunteer roles.
 - c. Actively recruits program and skills-based volunteers through FR website, other online sources, print media, community calendars, public speaking, and attendance at community meetings and events.

3. Updates and maintains volunteer related documents, handbooks, and written and electric records.
 - a. Manages volunteers through current FR database.
 - b. Maintains electronic and hard copy volunteer records. Ensures that records are complete, accessible, and secure.

- c. Maintains list of current active FR volunteers.
 - d. Provides new volunteer information to newsletter editor for inclusion in monthly volunteer newsletter.
 - e. Maintains updated volunteer handbooks and departmental procedures pertaining to tasks and duties.
4. Manages volunteer orientation and training functions.
 - a. Prepares for, schedules, and facilitates monthly volunteer orientation trainings. Ensures that general and program-specific orientations provide uniform and consistent information.
 - b. Coordinates with program managers and other leadership to provide supplemental volunteer training and development opportunities.
 5. Performs additional duties as required.

Job Requirements

Knowledge, skills, and experience necessary to perform essential job duties:

- Demonstration of FR core values on and off duty
- Bachelor's degree in human resources or relevant discipline
- A minimum of two years of human resources experience with a large volunteer or employee workforce.
- A minimum of one year of volunteer management or coordination experience.
- Ability to maintain confidentiality
- Ability to work with minimal supervision
- Strong telephone and interpersonal skills
- Coordination with program management, Advisory Committee, Executive Director, and other volunteer leadership.
- Detail oriented and resourceful
- Organization, time management, and prioritization skills to manage multiple tasks
- Proficiency in MS Office Suite including Word, Excel, and PowerPoint
- Familiarity with volunteer management software.
- Data entry and reporting skills.
- Familiarity with Feline Rescue policies and procedures.

Work Environment:

- The Volunteer Coordinator is a full-time exempt position.
- The individual performing this job may be required to work more than eight hours in one day or more than 40 hours in one week.
- Work will primarily be performed in an office setting, with intermittent travel to recruiting opportunities, off-site events, and training in shelter environment as necessary.
- Schedule will include some evenings, weekends, and holidays.