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|  | Employee Job Description | Number of Positions: 1 |
| | Volunteer Coordinator | |

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

Position Supervised by:

Executive Director

Duties and Responsibilities:

1. Assistance in establishing a communications plan to meet stakeholder needs and maintenance of the adopted plan.
2. 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. Maintains electronic and hard copy volunteer records. Ensures that records are complete, accessible, and secure. Maintains list of current active FR volunteers.
4. Serves as liaison between volunteers, program directors, and FR leadership.
5. 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.
6. Acts as liaison between FR and corporate volunteer groups. Identifies projects appropriate for large group activities and coordinates work between the group and FR staff/volunteers. Develops and cultivates positive community relationships.
7. Researches effective volunteer recruitment and retention strategies. Researches recruitment resources to determine the most appropriate recruiting tools for specific volunteer roles.
8. Provides monthly activity reports to the Executive Director and participates in monthly department meetings.
9. Provides monthly volunteer hours reports and current program or skills-based needs.
10. Recruits, supervises, directs, and mentors program-specific Volunteer Coordinators.
11. Prepares for, schedules, and facilitates monthly volunteer orientation trainings. Ensures that general and program-specific orientations provide uniform and consistent information.
12. Maintains updated volunteer handbooks and departmental procedures pertaining to tasks and duties.
13. Communicates regularly with volunteers through on-site visits with volunteers performing duties and periodic attendance at program-specific meetings.
14. Monthly board meeting attendance and reporting.

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

- Demonstration of FR core values on and off duty
- Coordination with program management, Advisory Committee, Executive Director, and other volunteer leadership.
- Familiarity with Feline Rescue policies and procedures.
- A minimum of two years of human resources experience with a large volunteer or employee workforce.
- Ability to maintain confidentiality
- Strong telephone and interpersonal skills
- A minimum of one year of volunteer management or coordination experience.
- 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.

Work Environment and Time Commitment:

The Volunteer Coordinator is a full-time position. Most work will be performed in an office setting; some travel to recruiting opportunities or off-site events are required.