



STAFF POSITION DESCRIPTION

PART-TIME

Volunteer Coordinator

General Responsibilities:

The position would be responsible for the management and oversight of the Wildlife In Need Center volunteer program including recruitment, engagement, and retention of volunteers for all aspects of the organization. The VC is responsible for supporting and motivating volunteers to ensure they enjoy, appreciate, and understand their valued contributions to the efforts of the organization. The VC is also responsible for compliance with Wildlife In Need Center policies and procedures, and any directives issued by agencies governing the animal care activities of WINC. This part-time position, reports to the Director of Animal Care.

Primary Accountabilities:

- Recruit and provide orientation for all of the Wildlife In Need Center's volunteers
- Provide assistance with training of all volunteers.
- Facilitate the scheduling of animal care volunteers.
- Act as a communication liaison between staff and volunteers to assess and meet needs across the organization as well as oversight and management of active volunteers
- Responsible for organizing and coordinating scout projects.
- Effectively coordinates and manages the volunteer activity and programming for the center.
- Ensure that volunteer hours are collected and reported to the Director of Operations.
- Ensures that a pleasant and professional image of the organization is always presented to the public.
- Conduct periodic evaluations of volunteer performance and volunteer satisfaction
- Maintains and enhances volunteer orientation materials to ensure that content is accurate, materials are in good order, and the organization's mission and vision statements are reflected accurately.
- Assist in the resolution of volunteer/staff issues.
- Maintains accurate volunteer program records.
- Compliance with established procedures and applicable regulations.
- Organize, attend the volunteer appreciation party and volunteer events
- Work to ensure a healthy and positive work environment for our volunteers

Additional Responsibilities:

- Enter volunteer information into the appropriate database.
- Provide support to the Director of Operations, Animal Care Director and the Education Coordinator.
- Seek supportive services as needed to meet the position objectives, e.g., request specific training or identify a need for specialized equipment, seek assistance with phoning to schedule shadowing for new animal care volunteers
- Other duties as assigned
- Continuously contribute to a teamwork environment

Qualifications:

- Must have excellent organization, time management, team management, and communication skills
- Possess a strong personal work ethic, positive attitude, superior public relations skills, have a high level of integrity, and is flexible and adaptable
- Possess strong computer proficiency
- Possess a willingness to work, grow and evolve in a team environment and possess the skills and ability to work independently

Compensation:

This is a part-time, 18 hours per week, position receiving \$12.00 - \$15.00 per hour based on experience, paid bi-monthly. A set weekly schedule will be established at time of hire with some flexibility on how the 18 hours is set up throughout the week.

To apply: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position Elisa Fosco at Lfosco@helpingwildlife.org by July 18.