



Volunteer and Off-Site Coordinator *Job Description*

Job Classification: Non-Exempt, Full-time

Work Schedule: Tuesday - Saturday

Reporting Relationship: Executive Director

Primary Accountabilities:

The primary function of the Volunteer Coordinator is to manage the Helping Hands Humane Society Volunteer Program. The Volunteer Coordinator impacts all areas of the organization by creating an environment for volunteers to use their time and talent to assist staff in carrying out the mission of the Helping Hands Humane Society. This position is also responsible for small offsite events including mobile adoptions.

Major Duties:

- Coordinates volunteer services for all shelter programs
- Handles all recruitment, training, scheduling, supervision and evaluation of volunteer's performance; hosts volunteer orientations
- Identifies the personal interest and skills of potential volunteers of all ages (10+)
- Responsible for volunteer retention and recognition
- Develops an operational knowledge of Volgistics; ensures all volunteers are entered into the program
- Ensures Volunteer Manual and volunteer information on the website is kept current by providing updates to the Communications Coordinator
- Helps teach volunteer-related training programs such as Animal Handling and Volunteer Agility
- Schedules, plans and manages small offsite events including mobile adoptions; recruits and trains volunteers for offsite events and offsite adoptions; recruits volunteers for large fundraising events
- Develops and provides a weekly report of all offsite events, mobile adoption events, and volunteer-related activities to the Executive Director
- Leads annual holiday volunteer fundraising event for HHHS
- Monitors and manages all volunteer-related Facebook pages
- Act on the Fundraising Committee and/or other committees as requested
- Assists with tours and various group (Boy Scouts, etc.) activities
- Educates public on animal welfare issues
- Performs additional duties as assigned

Qualifications:

- Previous volunteer experience and knowledge of the role of volunteers in a not-for-profit animal services organization preferred
- Strong written and verbal communication experience required
- Strong computer and word processing skills, in particular Word, Excel, PowerPoint.
- Ability to work both independently and in a team environment.



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- Ability to communicate effectively, both orally and in writing with staff, the business community, business prospects and the public
- Ability to work efficiently with attention to details and quality of work produced.
- Ability to exercise good judgment in setting priorities and organization of work load
- Willingness to lead, take charge and offer opinions and direction
- Ability to analyze information and use logic to address work-related issues and problems

Physical Demands:

- Regularly required to talk and hear
- Regularly required to sit, stand, walk, reach and use hands
- Ability to read computer screens for an extended period
- Ability to lift up to 25 pounds

Work Environment:

- Works in an area with a potential high noise level
- Interaction with staff and customers
- Potential exposure to parasites and infectious diseases that may be carried and transmitted by animals. Potential exposure to animal bites and scratches

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Those interested are encouraged to contact Executive Director Kathy Maxwell at kathym@hhstopeka.org or call 785-233-7325.