

Aggieland Humane Society Job Description Volunteer Coordinator

Reports to: Executive Director

Exempt/Non-Exempt: Exempt

Summary

Responsible for the volunteer and community service programs at Aggieland Humane Society. Serves as a steward for animal welfare within the community. Provides leadership, management, guidance, and direction for all volunteer roles. Seeks innovation and new service opportunities for community members to participate in. Plans and participates in a variety of events to support the mission of Aggieland Humane.

General Duties

- Follow protocols and standards of care set forth by the Aggieland Humane Society.
- Document successes and challenges within the presiding department; keep executive leadership informed of these matters.
- Develop and maintain program, training structure, enrichment, and all other facets of the volunteer programs.
- Plan and participate in events, working in tandem with the Community Engagement Manager, such as offsite adoptions, microchip clinics, vaccine clinics, mobile pet pantry events, humane education events, offsite informational booths, and others as assigned by the Executive Director.
- Work closely with other program coordinators to meet deliverables and programmatic success, specifically creating volunteer opportunities to meet the demands of all departments.
- Steward and build relations with volunteers to promote retention and positive brand recognition.
- Supervise and oversee court-appointed community service workers & group volunteers.
- Manage and ensure the success of the Dog Day Out program.
- Order product inventory within the established budget.
- Participate in and promote humane animal care and treatment of animals, reporting animal health issues to the Animal Health Manager. Provide compassionate and ethical care to all people and animals in need.
- Additional duties as assigned by the Executive Director.

Education/Experience

- 2+ years of related volunteer, events, and/or relevant non-profit experience required.
- High School Diploma or equivalent required, Bachelor's Degree in Business Administration or related field preferred.
- Bilingual English/Spanish strongly preferred.
- 1+ year of professional animal care experience is preferred.

Skills/Abilities/Other Requirements

- Ability to handle the stress and fatigue of animal sheltering operations required; ability to prioritize one's mental health strongly encouraged.
- Ability to lead a team and work as a team member to promote the mission and vision of Aggieland Humane Society, encouraging positive and impactful work within the community.
- Ability to give general and specific directions to volunteers and community service workers.

- Excellent communication and interpersonal skills are required.
- Advanced computer skills and ability to learn shelter management, volunteer, and donor management software. Must gain proficiency in PetPoint, Better Impact, and Little Green Light within 6 months of hire.
- Willingness to serve as a visionary, spearheading new programming and innovative ideas to promote lifesaving within the organization and community.