Job Description: Volunteer & Events Coordinator

About Us: The Aggieland Humane Society provides humane care and placement for homeless and abandoned animals, promotes the human-animal bond, and promotes responsible pet ownership to enhance the quality of life for the people and animals in our community. Our vision is to become a leader among animal welfare organizations. We offer progressive, lifesaving programs and services, including animal sheltering, community spay/neuter, TNR, animal transfers, foster care, outreach events, volunteering, community food pantry, and more. Aggieland Humane Society is the municipally contracted animal shelter for the City of College Station and for Brazos County.

Position Specifics:

Title: Volunteer & Events Coordinator
Reports to: Executive Director
Status: Full-Time, Exempt
Compensation: $40,000-42,500/annually
Schedule: Tuesday-Saturday, occasional Sundays as dictated by events.

Description: The Volunteer & Events Coordinator is responsible for the administration and coordination of Aggieland Humane Society's volunteer program, community service activities, and organizational events. This position oversees volunteer recruitment, onboarding, training, scheduling, engagement, and retention while coordinating event logistics and community participation opportunities.

The coordinator also manages the day-to-day coordination and ongoing development of designated community programs, including Dog Day Out, PetSmart adoptions, and the Pet Food Pantry. Working collaboratively with department leaders, this position aligns volunteer activities and events with operational needs, maintains program records and inventories, and reports on participation, program performance, and opportunities for improvement.

General Duties:

- Uphold the Base Code of Conduct and Workplace Culture Agreement of the Aggieland Humane Society and state laws at all times.
- Document program successes, challenges, trends, and needs; keep executive leadership informed to support data-driven decision-making.
- Develop, implement, and maintain the full structure of volunteer programs, including onboarding, training, enrichment, retention strategies, and role development across all departments.

- Plan, coordinate, and participate in organizational events such as offsite adoptions, microchip clinics, vaccine clinics, pet pantry events, humane education activities, and offsite informational booths, as well as new or emerging event opportunities aligned with the mission.
- Collaborate closely with internal departments to understand operational needs and create volunteer opportunities that support program goals and organizational capacity.
- Build, steward, and strengthen relationships with volunteers to foster engagement, retention, and positive brand recognition within the community.
- Supervise and provide clear guidance for court-appointed community service workers and group volunteers, ensuring compliance, productivity, and a safe work environment.
- Manage and ensure the continued success and growth of the Dog Day Out program, PetSmart Adoption program, and Pet Food Pantry program
- Maintain event and program inventories, ordering necessary supplies within established budget parameters, including the Pet Food Pantry.
- Promote and model humane treatment and compassionate care for all animals; promptly report animal health concerns to the Animal Care Manager.
- Support a welcoming, inclusive, and mission-aligned environment for all community members and partners.
- Perform other duties as assigned to support the mission and operations of the Aggieland Humane Society.

Requirements:

- 2+ years of related volunteer, events, and/or relevant non-profit experience.
- High school diploma or equivalent.
- Proficient in the English language.
- Strong interpersonal skills; an energetic people-person who engages effectively with volunteers, staff, and the community.
- Excellent organizational and communication skills.
- Ability to work independently and collaboratively.
- Ability to work flexible hours, including early mornings, evenings, weekends, and holidays, as needed to support organizational events and volunteer activities.

Preferences:

- Bachelor's degree in business administration, recreation, or related field.
- Bilingual English/Spanish, conversation-level competency.
- 1+ year of animal welfare and/or animal handling experience.

Other:

- Ability to work with the public in a calm, courteous manner; tactful with upset clients.
- Excellent computer skills and problem-solving.
- Must gain proficiency in PetPoint Software, Jotform, and G-Suite.
- Transportation to and from Aggieland Humane Society.

To Apply: Please submit your application and resume to info@aggielandhumane.org.