

Rutland County Humane Society Job Description

Job Title: Volunteer Coordinator/Office Assistant

Position Reports to: Executive Director

Job Purpose Summary: The Volunteer Coordinator/Office Assistant is a part-time position that exists to both provide a first point of contact for RCHS volunteers and provide assistance to the staff in the business office. The position includes acting as a liaison between volunteers and staff and being responsible for overseeing the operating framework for volunteer recruitment, training, supervision and recognition. The position also includes assisting with direct mail campaigns, thank you notes, memorial donations, events, ordering supplies and other aspects of the business office. Note: Due to COVID 19 our volunteer program is pared down, although it is expected to be more active in the future.

Key Responsibilities:

- Screen volunteer applications, conduct initial volunteer interviews and match appropriate candidates with jobs
- Coordinate staff training of volunteers
- Establish parameters for Community Service Volunteers
- Develop and oversee volunteer scheduling process
- Establish regular processes for volunteer communication and recognition
- Maintain volunteer spreadsheet
- Assist with the process of donor appreciation and tracking
- Assist with fundraising events such as the Winter Warmth, Duck Derby, Critter Community Holiday Card and others
- Assist with direct mail campaigns and other fundraising efforts
- Maintain inventory of office supplies
- Work with Shelter Manager, Events and Community Outreach Coordinator and Executive Director to develop new volunteer initiatives and assist with various projects in the business office.
- Other duties as assigned

Qualifications:

- Previous volunteer management experience or training preferred
- Previous office experience preferred
- Excellent written, verbal and communication skills
- Customer service experience
- Ability to do data entry and use web based systems
- Knowledge of Microsoft Office products
- Attention to detail
- Flexibility and willingness to learn
- Ability to multi-task
- Ability to work in a fast paced environment
- Ability to work independently and as part of a team
- Excellent organizational skills.

This is a part time position, working 32 hours a week, working Monday through Friday although weekend hours may be needed. It's an hourly position and starts at \$13 per hour. Interested applicants should send their resume and cover letter to rchs@rchsvt.org. No calls or visits, please.