

Rutland County Humane Society Job Description

Job Title: Volunteer Coordinator

Position Reports to: Executive Director

Job Purpose Summary: The Volunteer Coordinator is a part-time position that exists to provide a first point of contact for RCHS volunteers and potential volunteers. 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.

Key Responsibilities:

- Screen volunteer applications, conduct initial volunteer phone interviews and match appropriate candidates with volunteer tasks
- Maintain and organize our animal foster program
- Consult with RCHS Animal Health Technician about keeping track of foster animals' medical records
- Coordinate and perform training of volunteers
- Establish parameters for Community Service Volunteers
- Develop and oversee volunteer scheduling process
- Establish regular processes for volunteer communication and recognition
- Maintain a volunteer spreadsheet to keep track of contact information, areas of interest, volunteer hours and others
- Create programs for volunteer recruitment and retention
- 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

- 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 25-30 hours a week, working Monday through Friday, during normal business hours, although weekend hours may be needed. It's an hourly position and starts at \$15 per hour. Interested applicants should send their resume and cover letter to rchs@rchsvt.org. No calls or visits, please.