



JOB TITLE: **DOG VOLUNTEER COORDINATOR** for Non-Profit Organization
FULL TIME/PART TIME: **FULL TIME**
REPORTS TO: **Dog Shelter Manager**
LOCATION: **ATLANTA, GA**
SALARY: **\$30,000**

POSITION SUMMARY

Furkids is one of the largest no-kill animal shelter in the Southeastern U.S., saving the lives of more than 3,000 cats and dogs each year. The Dog Volunteer Coordinator is responsible for contributing to the achievement of Furkids objectives by coordinating and managing the shelter volunteer program. The Coordinator ensures quality, consistent, customer service by supervising, coaching, and supporting volunteers and staff members.

The Volunteer Coordinator will be required to directly interact with the animals in the shelter's care while assisting volunteers and staff. The ideal candidate will have outgoing interpersonal skills, be passionate about people and animals, especially about dogs and their behavior, and possess prior management experience.

DUTIES

In accordance with directives from Dog Shelter Manager:

- Assists in defining the volunteer program's goals and objectives and contributes to development and maintenance of the program's policies and procedures.
- Ensures that the animal shelter maintains an adequate supply of volunteers to supplement paid staff by developing and implementing recruitment strategies, responding to inquiries, and by interviewing and approving individuals to participate in the program.
- Ensures that volunteers are properly trained in assigned duties by organizing and conducting orientation and training programs, scheduling volunteers for orientation and training, and by informing volunteers of optional training opportunities.
- Maintains records related to volunteers and their activities by noting individual skills, abilities and special interests, and by tracking training, volunteer assignments, hours donated, and other related information.
- Establishes volunteer schedules, matching abilities and interests of volunteers with work assignments, maintains volunteer schedule, and establishes assignments based on continuously updated needs assessments.
- Supervises, encourages, evaluates and provides corrective action as needed to ensure volunteers are motivated and performing assigned duties effectively.
- Acts as liaison between volunteers and other department staff as well as the community, and performs public relations duties such as making public presentations.
- Assists with special events and fund raisers by organizing and supervising activities of volunteers at these events.
- Provides input and information regarding the volunteer program and volunteer activities to the Volunteer Council.



- Performs duties related to the general operation of the department by performing duties of other staff in their absence.

Organizational Leadership

- Analyzes problems and initiates strategies for work improvement
- Keeps Shelter Manager informed of concerns, volunteer performance issues, progress of strategies for improvement and customer issues
- Performs all volunteer management duties as necessary to facilitate smooth functioning of the program
- Represents the Furkids organization in a professional and courteous manner at all times
- Provides quality service to customers, volunteers and other staff members
- Follows safety guidelines, takes immediate action to correct any safety concern that could place an employee, volunteer, customer and/or the organization at risk
- Other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of supervisory techniques and human resource management including staff coaching, employee relationships and conflict resolution
- Effective verbal and written communication skills
- Excellent communication and leadership skills
- Skill and ability to use a computer and work in a Windows environment
- Ability to work in a fast-paced, multi-task work environment
- Ability to exercise good judgment when dealing with the public, staff and volunteers
- Ability to prioritize and perform duties efficiently and effectively with a high degree of independence
- Ability to exercise good judgment when dealing with confidential information regarding the public, employee issues and animal related concerns
- Ability to perform physical work: scrubbing, mopping, and lifting between 25 – 50 lbs. with reasonable accommodation
- Ability to work with animals, disinfectants and cleaning supplies
- Ability to stand up and walk around for up to 8 hours a day
- A commitment to the mission of the Furkids and to animal health and welfare

WORKING CONDITIONS

- The Dog Volunteer Coordinator works in our dog shelter and this position will involve direct interaction with shelter animals, assisting other staff and volunteers with the healthy management of animals.
- The Dog Volunteer Coordinator is a full-time position, requiring office hours of 8:00 am – 5:00 pm? Monday through Friday and some weekends.

SALARY & BENEFITS

Furkids Dog Adoption Coordinator position earns a starting salary of \$30,000 commensurate with experience.



Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to Samantha Shelton at sam@furkids.org. This position will be filled by March 1, 2017.