



## **PART-TIME Volunteer Coordinator**

### **General Responsibilities:**

This position is responsible for the oversight of the Wildlife In Need Center (WINC) volunteer program including recruitment, engagement, scheduling and retention of volunteers for all areas of the organization. The Volunteer Coordinator (VC) is responsible for supporting and motivating volunteers to ensure they enjoy, appreciate, and understand their valued contributions to the WINC mission. The VC is also responsible for compliance with organizational policies and procedures, and any directives issued by agencies governing the animal care activities of WINC. This part-time position reports to the Director of Animal Care.

### **Primary Accountabilities:**

- Recruit and provide orientation for all new volunteers
- Provide assistance and support with volunteer training
- Facilitate the scheduling of animal care and baby bird feeding volunteers
- Act as a communication liaison between staff and volunteers to assess and meet needs across the organization as well as oversight and management of active volunteers
- Responsible for organizing and coordinating group/work/scout projects
- Effectively coordinates and manages the volunteer activity and programming for the center
- Ensure that volunteer hours are collected and reported to the Director of Operations
- Ensures that a pleasant and professional image of the organization is always presented to the public
- Maintains and enhances volunteer orientation materials to ensure that content is accurate, materials are in good order, and the organization's mission and vision statements are reflected accurately

- Assist in the resolution of volunteer/staff issues
- Maintains accurate volunteer program records
- Compliance with established procedures and applicable regulations
- Organize, attend the volunteer appreciation party and volunteer events
- Work to ensure a healthy and positive work environment for our volunteers

### **Additional Responsibilities:**

- Enter volunteer information into the appropriate database and manage volunteer files
- Provide support to the Director of Operations, Animal Care Director and the Education Coordinator
- Seek supportive services as needed to meet the position objectives, e.g., request specific training or identify a need for specialized equipment, seek assistance with phoning to schedule shadowing for new animal care volunteers
- Other duties as assigned
- Continuously contribute to a teamwork environment

### **Qualifications:**

- Must have excellent organization, time management, team management, and communication skills
- Possess a strong personal work ethic, positive attitude, superior public relations skills, have a high level of integrity, and is flexible and adaptable
- Possess computer proficiency
- Possess a willingness to work, grow and evolve in a team environment and possess the skills and ability to work independently

### **Compensation:**

This is a part-time, 12 hours per week, position receiving \$12.00 - \$15.00 per hour based on experience, paid bi-monthly.

To apply: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position Elisa Fosco at [Lfosco@HelpingWildlife.org](mailto:Lfosco@HelpingWildlife.org).