



JOB POSTING

Job Title: Volunteer Program Coordinator **Date:** September, 2017

Reports to: Director of Operations

"The mission of the Kalamazoo Humane Society is to foster an environment of respect, responsibility, and compassion for all animals through education, pet population control and leadership."

Position Summary:

Under the supervision of the Director of Operations, this position carries responsibility for planning, implementing, and sustaining an active and successful volunteer program focused on bringing the mission of the Kalamazoo Humane Society to life.

Major Responsibilities:

1. Implementation of effective volunteer recruitment and appointment strategies focused on the needs of the organization and identified program priorities.
2. Creation of meaningful and productive roles in which volunteers might serve.
3. Design and delivery of effective, current, volunteer orientation and training.
4. Accurate tracking and record keeping of all volunteer activities and timely reports through the following methods:
 - Accurate and up-to-date demographic data on each volunteer (e.g. files, transfers to Multiple Options data base, etc.).
 - Documentation of volunteer activity hours.
 - Timely preparation and submission of a monthly activity report to the Director of Operations, for inclusion in the Board packet mailing.
5. Enthusiastic volunteer recognition and expressions of gratitude, as demonstrated by:
 - Quarterly recognition of KHS volunteers in the volunteer newsletter.
 - Submission on an annual basis, the nomination of a KHS volunteer for the Star Award, in addition to identifying and submitting other KHS volunteers for community recognition.
 - Develop, plan and coordinate KHS annual event to recognize volunteers.
 - Ensure volunteers receive appropriate expressions of gratitude throughout the year (e.g. written, verbal, or other unique expressions of gratitude).



6. Recruitment and ongoing development of volunteer project leaders, ready and able to assist with key volunteer projects and program priorities, including:
 - Operation Fix-it.
 - Shelter Adoption Counselors.
 - Special Fund Raising Events.
 - Bulk Mailing Projects.
 - Community Service Participants.
 - Emergency Food Bank Management.

Job Qualifications/Knowledge/Critical Skills/Expertise:

1. College degree and/or a minimum of two years experience in a related field.
2. Experience with volunteer management desired.
3. Knowledge and experience in computer software programs/data base management.
4. Ability to empower and motivate others.
5. Ability to read, write, and speak the English language.
6. Demonstrates effective interpersonal skills and behaviors.
7. Demonstrates effective decision making skills.
8. Demonstrates excellent customer service skills.
9. Sets the tone for a positive, relaxed, and enjoyable work environment for volunteers.
10. Ability to be self-directed in organization, planning and documentation of volunteer programs and activities.
11. Skilled in formal and informal presentations.

Essential Physical Functions:

This position requires working in direct or close proximity to a variety of animals. Allergies related to animals may pose a health risk. This position also requires physically participating in KHS special events and programs. These activities may involve walking, stooping, kneeling, reaching, pulling, and lifting (up to 30 pounds).

Hours: Part-Time Position (20-25 hours/week). Hours vary with some evening and weekend hours required.

Wage: \$12 - \$15 per hour

To Apply: Please submit your resume and letter of interest to: David Hess, Director of Operations, 4239 S. Westnedge Ave., Kalamazoo, MI 49008 or email dhess@kazoohumane.org.

NO PHONE CALLS PLEASE