



Greater Huntsville  
Humane Society

Position: Volunteer Coordinator  
Reports to: CEO  
Compensation: Hourly, part-time  
Pay Range: \$15.00/hour and up

Position Summary: Manages the GHHS Volunteer Program. Develops and maintains volunteer guidelines, materials and procedures. Supervises and coordinates GHHS volunteers for events that educate the public on the importance of our mission and teaches good animal care. Values volunteers and works to make them feel wanted and appreciated.

Responsibilities:

- Recruits, motivates, trains and supervises volunteers
- Develops and maintains volunteer guidelines, materials, and procedures
- Organizes and conducts volunteer orientation; including an overview of GHHS programs as well as policies and procedures
- Pairs experienced volunteers with new volunteers as mentors
- Schedules volunteers for work shifts: receptionists, dog walkers, socialization of animals, etc.
- Supervises the volunteer who coordinates the Fostering Program
- Works with staff to identify volunteer needs
- Develops volunteer job descriptions & makes sure the website information is up to date
- Utilizes Shelter Buddy database to record volunteer time and contact information
- Provides monthly report of volunteer time & activities to CEO
- Works with other staff to identify volunteer needs; places volunteers as receptionists at the front desk
- Coordinates volunteer support for outreach programs like special events, fund raisers, public relations and educational programs. Responsible for King's Community Kitchen, The Wellness Clinic and Lucky Dog education program.
- Oversees and implements volunteer recognition, appreciation and motivational activities
- Understands the basic operations of the kennel/cat areas to train new volunteers
- Resolve volunteer problems, reassign volunteers or terminate volunteers if not appropriate for the organization
- Maintains awareness of industry standards and innovations through publications, attendance of seminars, contact with persons of equivalent positions in similar organizations and other educational opportunities
- Other duties as requested

Qualifications:

BS in relevant field preferred, with three-years of experience in conducting a volunteer program for non-profits. Ability to develop and maintain relationships with lots of different people. Strong interpersonal skills, including the ability to work in a fast paced environment with grace and good humor. Good organizational skills and ability to be self-motivated. Ability to train and develop team members, solve problems with good judgment and delegate responsibility.

October 30, 2018