

# Gulf Coast Humane Society

## Volunteer Coordinator

### Position Description

#### About Gulf Coast Humane Society

The Gulf Coast Humane Society is a private 501(c)(3) not-for-profit animal welfare organization that receives no federal, state, or county funding and no funding from the Humane Society of the United States, and relies solely on donations, grants, bequests and fundraising events to further its mission of caring for the neglected and abandoned animals of southwest Florida.

GCHS is a no-kill shelter and does not euthanize any animal for lack of space or length of time that they are in our care.

#### About the Position

The volunteer coordinator recruits, assists in training, and manages volunteers for various jobs and events that address the specific needs and goals of the Gulf Coast Humane Society. The volunteers recruited by the volunteer coordinator should reflect a balance of college students, local community service organizations, retirees and others who can participate in a range of volunteer service projects. Basic volunteer service project categories include one-day and short-term projects, along with ongoing weekly volunteering in a defined area within the organization.

#### Volunteer Coordinator Responsibilities

##### *Volunteer Recruitment and Training*

- Recruit required number of volunteers
- Recruit volunteers to commit to one-day and short-term projects (details of the size and scope of these projects will be provided by GCHS management)
- Present the Gulf Coast Humane Society to local community organizations, student groups, and corporate partners to obtain volunteers
- Provide initial orientation and ongoing training to all volunteers

##### *Planning and Implementation*

- Assist management in identifying volunteer projects
- Assist in implementation of events and coordinate volunteers for both on- and off-site events
- Plan annual volunteer appreciation event

##### *Volunteer Management and Tracking*

- Establish and regularly update volunteer schedule and list of events
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciations for their efforts
- Document and log volunteer hours in volunteer tracking system
- Encourage and solicit feedback from volunteers regarding observed characteristics and behaviors of GCHS animals

### *Evaluation of Volunteer Activities*

- Collect and manage feedback from all parties involved in volunteer activities, including volunteers, staff, and community members through written reports, testimonials, and verbal comments
- Share feedback with all parties involved to acknowledge strengths, successes and to make improvements for future volunteer activities

### *Time Commitment*

- Forty hours a week. Weekend and evening work is required.

## **Qualifications and Experience**

### *Dedication to volunteerism and coordinating volunteer activities*

- Experience in leadership role
- Experience in recruiting, training, managing, and supporting groups of people to address the needs of an organization
- Ability to build relationships and work with volunteers, staff, and community members
- Successful track record of planning and implementing events
- Desire to learn about Gulf Coast Humane Society practices and protocols

### *Communication*

- Strong language and communication skills (written and oral)
- Ability to give presentations to large groups
- Desire to share the GCHS mission with the community

### *Commitment to service*

- Community service experience
- Ability to work with people from diverse backgrounds
- Enthusiastic and positive attitude toward helping others

### *Professionalism*

- Ability to work well independently and on a team
- Maturity and good judgment in relating to GCHS volunteers, staff, and partners
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically

## **Supervision**

Reports to the Operations Manager