



## JOB DESCRIPTION VOLUNTEER COORDINATOR

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<b>JOB TITLE</b>	<b>Volunteer Coordinator</b>
<b>REPORTS TO</b>	<b>Kennel Management Committee and Fundraising Chair</b>
<b>STATUS</b>	Casual
<b>JOB OVERVIEW</b>	Coordinate all aspects of the volunteer program at Four Footed Friends.

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### **EXPECTATIONS**

Organize and coordinate the volunteer program of Four Footed Friends. The coordinator will be involved in the recruitment, general FFF orientation, coordinating and scheduling of volunteers for events.

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### **QUALIFICATIONS**

- Must be 21 years of age
  - Must have a valid PA drivers license as well as access to a reliable vehicle
  - Strong organizational, communication, and networking skills
  - Embrace the mission of Four Footed Friends
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### **RESPONSIBILITIES**

1. Coordinate the volunteer program of Four Footed Friends. The coordinator will be involved in the recruitment, general FFF orientation, coordinating and scheduling of volunteers for events.
2. Recruit new volunteers through community outreach, public relations efforts, etc.
3. Determines which activity each volunteer is best suited.
4. Maintains current database of volunteers.
5. Ensures volunteers understand and comply with shelter policies and procedures.
6. Conducts exit interviews with volunteers who can no longer participate in the program.
7. Attend BOD and Fundraising meetings as required.
8. Capable and knowledgeable in operation of equipment including, but not limited to: the van, security system, lighting system, and telephone system.
9. Assists in other related duties as needed.
10. In general, the Volunteer Coordinator is an ambassador Four Footed Friends.