



VOLUNTEER COORDINATOR

Volunteer Position

POSITION TITLE: Volunteer Coordinator
ACCOUNTABLE TO: Operations Director
STATUS: Volunteer
EXPECTED HOURS PER WEEK: 20

SUMMARY OF DUTIES and RESPONSIBILITIES:

Primary responsibilities will include working with operations and other departments to determine the need for and to recruit volunteers to fulfill these plans. This person receives, reviews and processes all applications that are received and helps to recommend these volunteers to the appropriate department.

PRIMARY DUTIES and RESPONSIBILITIES:

- Research, devise, and implement effective volunteer recruitment, retention, and communication strategies through the use of the website, print media, community calendars, public speaking, attendance at community meetings and events, etc.
- Train, mentor, and serve as initial primary contact for all volunteers (excluding fosters)
- Provide direction to volunteer program leaders to train and serve as primary contact for volunteers specific to their area (ie. volunteer adoption coordinators,)
- Prepare for, schedule, and provide regular volunteer orientations
- Keep all volunteer materials and programs up to date for use by staff and volunteer leaders.
- Partner with shelter staff to develop new volunteer programs.
- Uphold the shelter's values and mission statement during interactions with the public and other staff
- Report to the Operations Director about any challenges with volunteer programs, volunteers, or staff involved with volunteer programs, and work to devise solutions to these issues.
- Track data on volunteer programs, and utilize it to create a monthly volunteer report to be submitted to management by the second Wednesday of each month
 - Report new volunteers recruited
 - Report number of volunteer hours each month
 - Number of active/inactive volunteers (inactive volunteer= hasn't volunteered in 6 months); propose methods to reinvigorate and reinvest both active and inactive volunteers in the program
 - Key accomplishments of our volunteer programs
 - Highlight volunteer or volunteer moment of the month
 - Manage volunteer database using volunteer management software (Animal Shelter Manager)

Mailing Address: PO Box 351, Cumberland, ME 04021 | **Shelter Address:** 302 Range Rd, Cumberland, ME 04021
207-829-4116 | info@hartofme.org | HARTofME.org



QUALIFICATIONS

- Good organizational skills
- Professional, positive and friendly interaction with the general public
- Able to work as part of a team of staff and shelter volunteers to coordinate their participation in the process
- Basic understanding of a Windows-based PC including MS Office (training will be provided for shelter-specific software)

TO LEARN MORE ABOUT HART OR TO APPLY:

Complete our online [volunteer application](#)

Email your resume and a cover letter to andy.hanna@hartofme.org and please direct all inquiries to andy.hanna@hartofme.org.

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