

Volunteer/Events Coordinator

GENERAL STATEMENT OF DUTIES: Performs a wide variety of duties related to Animal Control functions including the volunteer program, various events and public relations efforts. Develops and maintains a social media front on an ongoing basis. Works under the supervision of the Director and Deputy Director of Animal Control.

STATEMENT OF TASKS:

Coordinates volunteer program;
Screens volunteer applications and conducts new volunteer orientation;
Establishes and utilizes recruitment sources for potential volunteers;
Provides leadership and guidance to volunteers;
Assures compliance with volunteer manual, guidelines and policies;
Develops and maintains a constant, positive social media platform promoting Animal Control, events and team.
Plans, coordinates and attends activities and events promoting animal control and adoptions;
Prepares public relations materials including social media outlets for management review;
Works to promote and maintain positive public relations within the community;
Develops and coordinates implementation of special events and programs;
Performs research for promotional opportunities related to Animal Control;
Maintains records as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of volunteer programs;
Considerable knowledge of principles and practices of Animal Control;
Knowledge of animals;
Knowledge of current social and economic problems related to animal populations;
Knowledge of the use of social media and other outlets in a public relations capacity;
Ability to establish and maintain good working relationships with clients, the public and other employees;
Ability to develop and adapt approaches to problems in a productive manner;
Ability to communicate effectively both in writing and orally;
Ability to work effectively with the public and others;
Ability to maintain confidentiality;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Sixty (60) semester hours of college coursework **And** one year experience working directly with volunteers.

OR

Two (2) years' experience in the coordination of volunteers.

Special Requirements

Must be willing to work weekends and irregular hours.

Must have a valid driver's license.



Human Resources Director

Established: November 19, 2014

Revised: October 8, 2015

Revised: September 6, 2018