



BRHA VOLUNTEER COORDINATOR :

Job Purpose: Volunteer management

This part-time (25 hours per week) position reports to the BRHA Operations Manager. As Volunteer Coordinator, this position is responsible for directing all BRHA volunteer program activities including recruiting, scheduling, oversight and recordkeeping. This position requires a passion for animal welfare and proven experience in community relations and will be a strong ambassador for BRHA.

ESSENTIAL FUNCTIONS

- Working in cooperation with the Operations Manager and staff, plans and directs the volunteer program at the Shelter, by recruiting, interviewing, scheduling of volunteers for daily volunteer assignments, as well as for special events and public relations events.
- Plans, directs and organizes orientation and training for new volunteers in accordance with BRHA mission and philosophy to determine best fit for optimum job satisfaction and fulfillment.
- Matches volunteer personality, experience and skill with best fitting volunteer positions; understands and is able to professionally convey not every volunteer may be able to do every volunteer position.
- Coordinates volunteer training & schedule with appropriate staff.
- Updates volunteer handbook, job descriptions, and training materials, and maintains documentation related to Volunteers. Keeps abreast of innovative techniques in managing a volunteer program.
- Reviews volunteer performance with Operations Manager, staff and event committee chairs, as applicable, to determine ways to maximize program value. Performs exit interviews with volunteers who leave, as appropriate. Reports improvements, challenges

and successes of volunteer program in a monthly report to the Operations Manager and Board of Directors.

- Assists with volunteer/staff support & cooperation.
- Assist in coordinating off-site adoption events & attend when necessary which may require flexibility in work schedule.
- Work with community organizations and businesses to promote BRHA mission and expand volunteer and donor bases. Keeps abreast of innovative techniques in managing both areas of endeavor.
- Prepare volunteer email at least monthly.
- Other duties as assigned by Operations Manager or Board of Directors.

Qualifications:

Mandatory: Strong public relations skills and the ability to speak convincingly and persuasively; proficient in the use of Microsoft Office, including Word, Excel, Publisher and PowerPoint. Familiar with social media including Facebook & Instagram. Valid Montana Driver's License and reliable transportation. Must be able to bend, stoop, stand and walk for extended periods of time and occasionally lift and carry heavy items and animals.

Preferred: Experience in Animal Sheltering and Shelter networking and fundraising.

Personal Qualities: Should include a strong sense of commitment to the mission of the BRHA, flexibility, multi-tasking in a fast-paced environment, and excellent organizational skills. Must have great listening skills. Must be able to work effectively with all types of people, including Board of Directors, shelter management & staff, volunteers, public officials and employees, customers, donors and potential donors, and other animal welfare organizations.

Current starting pay \$16.00 per hour with six-month probation. Schedule five days per week at 5-hours per day preferred; some flexibility may be arranged.

Application Procedure: Complete the BRHA Employment Application and return, accompanied with resume and cover letter in person at 262 Fairgrounds Road, Hamilton (during business hours), by mail to: Operations Manager, PO Box 57, Hamilton, MT 59840 or by email to: opmanager@bitterroothumane.org