



# GERMAN SHEPHERD RESOURCE AND RESCUE CENTER

## VOLUNTEER JOB DESCRIPTION

### MEMBERSHIP COORDINATOR

<p>POSITION DESCRIPTION</p>	<p>Responsible for the general upkeep of memberships. Initially, one volunteer will be assigned to this position. As the number of members increases, a co-coordinator will be recruited. Tasks include</p> <ul style="list-style-type: none"> <li>• processing new member applications.</li> <li>• preparing correspondence/packets for new members.</li> <li>• sending out membership renewal notices.</li> <li>• processing membership renewals.</li> <li>• running membership queries and reports in database.</li> <li>• sending updated new member lists to the Communications Team.</li> <li>• sending reminder notifications to lapsed members.</li> <li>• tracking member contact information changes (email, address).</li> <li>• co-chairing the annual membership drive.</li> </ul>
<p>SKILL SET</p>	<p>Ability to work independently or with another volunteer/staff member.</p> <p>Good organizational skills.</p> <p>General computer skills including email, internet.</p> <p>Knowledge of and experience working in Excel (spreadsheet) including data entry; willingness to learn mail merge &amp; sorting.</p> <p>Knowledge of and experience working in Access (database) or database capability a plus but not required. Willingness to learn, including running queries and reports &amp; data entry.</p>
<p>REQUIREMENTS</p>	<p>A telephone, a computer and internet connection.</p> <p>MS Office Excel.</p>
<p>SHIFTS</p>	<p>Approximately 3 hours per week. Increases temporarily during the annual membership drive.</p>

LOCATION	Duties are carried out from the volunteer's home. May be asked to attend one meeting per year with the Board of Directors.
COMMITMENT	We would prefer a 1 year commitment.
TRAINING REQUIREMENTS	Attend a Volunteer Orientation that explains the overall objectives of the Center as an organization. This can be done in person or by telephone.

*Note: All Volunteers must complete a volunteer application, sign a release and liability waiver and receive approval from the GSRRC BOD. Completing and submitting this application does not indicate acceptance and placement. Acceptance into and continued participation in the volunteer program is, among other things, dependent on your view of volunteer work, your comfort level working with animals, your attitude toward rescue groups and animal shelters and GSRRC's specific activities, and whether GSRRC has positions available for your specified time slots.*