



GERMAN SHEPHERD RESOURCE AND RESCUE CENTER

VOLUNTEER JOB DESCRIPTION

VOLUNTEER COORDINATOR

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| <p>POSITION DESCRIPTION</p> | <p>This position is responsible for coordinating the services of GSRRRC volunteers. Initially, one volunteer will be assigned to this position. As the number of volunteers increases, a co-coordinator will be recruited. Tasks include:</p> <ul style="list-style-type: none"> • Assist Community Outreach Team in recruiting to meet the organizations goals. • Process new volunteer applications • Prepare correspondence/packets for new volunteers, ensure required signatures obtained • Maintain a volunteer database • Run volunteer queries and reports in database • Send monthly updates of new volunteer lists to the Communications Team • Track volunteer contact information changes (email, address) • Work with team leaders to ensure that all positions are filled and events and activities are covered. • Ensure that volunteers have proper training for positions. • Ensure that volunteers are successful and enjoy working in their positions. • Contact volunteers regarding available opportunities • Keep track of individual volunteer activities, reward volunteers for special achievements. • Recommend articles detailing volunteer activities and recognizing certain volunteers for GSRRRC publications. • Update the Board of Directors on activities, recommend changes that would help the program. |
| <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 & sorting.</p> |

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| | Knowledge of and experience working in Access (database) or database capability a plus but not required. Willingness to learn, including running queries and reports & data entry. |
| SHIFTS | Approximately 3 hours per week. |
| 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. |
| REQUIREMENTS | A telephone, a computer and internet connection. MS Office Excel. |
| 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.