



11878 PA 85
Kittanning, PA 16201
724.548.4520

Volunteer Coordinator for Orphans of the Storm No Kill Animal Shelter

The Volunteer Coordinator is responsible for developing and maintaining a robust program where volunteers give of their time to help in the care of the animals in the shelter.

The Volunteer Coordinator will have good support when beginning this position and throughout tenure.

Volunteer Coordinator Qualifications:

- A passion for the welfare of animals.
- Good leadership skills; a pleasant manner with volunteers, shelter staff and the public; and a dedication to helping animals waiting to be adopted.
- Good computer skills: able to use email, Word, Excel, Google Docs and Facebook.
- Strong organization skills to be able to maintain volunteers' trainings, schedules.
- Very good communication skills.

Volunteer Coordinator Duties:

- Develop a process to reach out to the community to recruit volunteers.
- Interview and train volunteers.
- Schedule volunteers for their assignments.
- Mentor, inspire and motivate volunteers.
- Monitor the volunteers for promptness and quality of work.
- Hold regular volunteer meetings to educate and assist volunteers in their work.
- Effectively communicate and create incentives for volunteers to thrive.

Time Requirement: 15-20 hours per week

Starting Date: Immediate

Volunteer Duties vary, but can include (after thorough training):

- Supporting the mission of Orphans of the Storm by being an ambassador and talking to people whenever possible about the shelter.

On-site volunteering

- Spending one-on-one time with cats to assist in socializing.
- Spending one-on-one time with dogs, including walking them on the shelter grounds.
- Grooming and bathing, if needed.
- Helping with picking up, intake, and/or transporting rescued animals to and from other shelters and rescue organizations, and to/from vet appointments.

Off-site volunteering

- Representing Orphans by attending special events such as fundraising events, festivals, pet store meet-and-greets.
- Helping with administrative jobs such as preparing mailings, entering data.
- Helping with home visits for adoption, if needed.
- Taking dogs off site (for ice cream, a walk in the park, or to a store) for enrichment and socialization.

Please complete the attached application.



Volunteer Coordinator Application

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Education:

School _____ Degree _____

School _____ Degree _____

Work Experience:

Company _____ Job Title _____ Dates _____

Company _____ Job Title _____ Dates _____

Company _____ Job Title _____ Dates _____

After reading the Volunteer Coordinator qualifications, please list your education and experience that apply to the listed qualifications.

Please be specific as to why you would like to be chosen for this position.

What is your time availability / constraints if you are chosen for this position?

List any work you have done as a volunteer:

Organization _____ Tasks _____ Years _____

Organization _____ Tasks _____ Years _____

Organization _____ Tasks _____ Years _____

What do you know about Orphans of the Storm?

Why should YOU be chosen for this position?

Please email or text this completed application to: Sue Gove, Search Coordinator at sgove@gove.org

You will receive a confirmation email within 24 hours. If you do not, please send again or call.

If you have questions, please contact Sue via email sgove@gove.org or 412.726.6465