



Do you love working with people as much as you love animals? The St. Croix Animal Welfare Center is looking for the right person to join our team as Volunteer Coordinator.

The Volunteer Coordinator oversees all aspects of the agency's volunteer program including recruiting, training, supervising, evaluating, and recognizing volunteers. The Volunteer Coordinator coordinates with all departments to leverage volunteers to help implement the St. Croix Animal Welfare Center's mission to provide and promote the humane treatment of animals on St. Croix. We are looking for someone who can see the big picture and help further develop procedures and strategies to take our volunteer program to the next level.

The ideal candidate is enthusiastic and outgoing, a team player, well organized, an excellent and tactful communicator both orally and in writing, and is enthusiastic about the work of the organization. Some event planning experience is a plus because the Volunteer Coordinator plans and executes events staffed by volunteers to benefit the organization and recruits and supervises volunteers for other special events. The work environment is fast-paced but extremely rewarding. This part-time position both offers and requires flexibility.

St. Croix Animal Welfare Center is currently advertising for several part-time positions. We may consider combining positions to create a full-time role for the right candidate.

See complete job description below.

To apply: Please send completed cover letter, resume, and three professional references to administration@stcroixawc.org or deliver in person to our 5 Corners Shelter/Clinic location, 1C-1D La Grande Princesse.



JOB DESCRIPTION

Position Title: Volunteer Coordinator
Reports To: Executive Director
Supervisory Responsibility: No
Part-Time 20 hours/week
Compensation: Commensurate with experience.

Work Schedule: The St. Croix Animal Welfare Center operates seven days per week, 365 days per year. The work schedule is flexible and will vary based on the needs of the organization and will include evenings and weekends when necessary.

POSITION SUMMARY:

The Volunteer Coordinator oversees all aspects of the agency's volunteer program including recruiting, training, supervising, evaluating, and recognizing volunteers for programs, events, and special projects. The Volunteer Coordinator plans and executes events staffed by volunteers to benefit the organization and/or promote the adoption (in partnership with adoptions team) and recruits and supervises volunteers for other special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Develop, implement, and evaluate measurable goals, objectives, and procedures for the volunteer program which reflect the mission and values of the organization.
- Assess the need for volunteers to enhance program and identify assignments that provide both meaningful work for volunteers and support agency operations.
- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Administer records to document volunteer activities and assignments, including but not limited to the production of schedules to coordinate timing and roles.
- Plan regular, continued education to inform and improve the abilities of volunteers.
- Train staff to work effectively and cooperatively with volunteers
- Orient volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures.
- Assist with conflict resolution among clients, staff and volunteers to promote collaboration and volunteer satisfaction while ensuring best interest of agency and it's programs and animals
- Ensure that volunteers receive the appropriate level of supervision and are given appropriate continual education and training to be successful in their positions.
- Communicate frequently with volunteers to ensure wellbeing and receive feedback.

- Establish and implement a process for evaluating the contribution of individual volunteers. Plan volunteer recognition activities to recognize the positive and exemplary performance of volunteers. Manage correctional measures to improve or terminate the functions of volunteers not performing in compliance to organization standards.
- Develop and implement an interview and screening protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization.
- Coordinate teams of volunteers for small and large-scale actions including but not limited to special events, assign temporary responsibilities to appropriate volunteers for special events and supervise or ensure adequate supervision of volunteers on-site at special events, disseminate information and promotion of special events to new and potential volunteers.
- Assist with or in some cases lead preparation and execution of special events, especially those that are especially volunteer focused or dependent.
- Evaluate the risks associated with each volunteer position and take appropriate action to control the risks associated with the program
- Ensure that volunteers work in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations.
- Promote the volunteer program and the organization to gain community support and increase involvement.
- Other duties as assigned by supervisor to support agency operations including but not limited to supporting front desk operations

OTHER REQUIREMENTS:

- Must be outgoing, friendly, and solutions-oriented
- Prior experience coordinating volunteers a plus
- Event planning experience a plus
- No criminal convictions or injunctions at the local, state and/or national level which could demonstrate an inability to carry out the agency's mission or programs.
- Upholds the ethical standards of the agency.
- Follows policies and procedures of the agency.
- Must work holidays and weekends as required to fulfill workload requirements.
- Must have reliable transportation.

TO APPLY: Please send cover letter, resume, and three professional references to administration@stcroixawc.org or deliver in person to our 5 Corners Shelter/Clinic location, 1C-1D La Grande Princesse. For more information visit www.StCroixAWC.org.