



# VOLUNTEER COORDINATOR

## Volunteer Coordinator

**Reports To:** Board of Directors

**Position Summary:** The Volunteer Coordinator is responsible for recruiting, training, and managing volunteers to support M2BL's operations. This role involves developing volunteer programs, organizing volunteer activities, and ensuring volunteers have the resources and support they need to succeed. The Volunteer Coordinator will work closely with all departments to ensure a positive and productive volunteer experience.

### Key Responsibilities:

#### 1. Recruitment and Onboarding:

- Develop and implement strategies to recruit new volunteers.
- Conduct interviews and screenings to assess volunteer suitability.
- Facilitate the onboarding process, including orientation and training sessions.

#### 2. Volunteer Management:

- Maintain accurate records of volunteer activities.
- Schedule volunteers for various roles and tasks, ensuring adequate coverage for all activities.
- Provide ongoing support and guidance to volunteers, addressing any issues or concerns.

#### 3. Program Development:

- Develop and update volunteer manuals outlining expectations, protocols, and policies.
- Create and implement volunteer training programs to ensure volunteers are well-prepared for their roles.
- Organize regular volunteer meetings to foster a sense of community.



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## 4. Communication and Recognition:

- Serve as the main point of contact for volunteers, ensuring effective communication and providing timely updates.
- Recognize and celebrate volunteer contributions through appreciation events, awards, and other recognition programs.
- Collect and act on feedback from volunteers to improve the volunteer experience.

## 5. Collaboration and Support:

- Work closely with other segments of the rescue to understand their volunteer needs and ensure volunteers are effectively utilized.
- Assist in the development and implementation of Standard Operating Procedures (SOPs) related to volunteer activities.
- Promote a positive and inclusive volunteer culture aligned with M2BL's mission and values.

## 6. Reporting:

- Provide a report to the Board of Directors, via the Secretary, for their monthly meeting, updating on volunteer numbers, successes, concerns, etc.

## Qualifications:

- Previous experience in volunteer coordination, human resources, or a related field.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively with diverse teams.
- Passion for animal welfare and a commitment to M2BL's mission.
- Proficiency in Microsoft Office and Trello (preferred).



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**Commitment:**

- This is a volunteer position with flexible hours. The exact time commitment will vary depending on number of incoming volunteers, events, etc.