



Join Our Team!

Watauga Humane Society Volunteer Coordinator

Job Summary:

The Volunteer Coordinator oversees the Volunteer Program, including the recruitment and training of new volunteers, event assistance, maintaining the volunteer database, and overseeing the Community Outreach Program (which includes service learning opportunities for students and required public service for community members).

Responsibilities:

- Recruiting, training, and supervising new WHS volunteers;
- Managing the Volgistics Volunteer software system and maintaining volunteer information, availability, and skills;
- Keeping new and existing volunteers informed about the organization and volunteer opportunities;
- Matching volunteers to opportunities that suit their skill sets and interests;
- Working with WHS committees on outreach efforts and event assistance;
- Other job duties may include assisting staff members, communication with the public, answering phones, and general animal care.

Availability:

The ideal candidate should have weekly flexibility in order to work with volunteers and assist at events. Occasional weekend work may be required. Normal schedule would be 11am - 4 pm, 4 to 5 days a week. This job has room to grow into a full-time position.

Education:

High School Diploma or higher

Skills:

- Excellent customer service;
- Enthusiastic and upbeat attitude;
- Independent and takes initiative as a worker, self-starter, and team player;
- Eagerness to learn and progress;

- Articulate communicator;
- Able to prioritize tasks and work well with both volunteers and staff;
- Possess computer database skills and basic social media skills;
- Understanding of the mission of non-profits and the crucial role volunteers play in their success;
- Previous experience as a volunteer or working with non-profit organizations are pluses.

Job Type: Part-time

Pay: \$18.00 per hour

To apply, please email your resume and qualifications to justinv@wataugahumane.org.

About Us:

At Watauga Humane Society, our number one priority is caring for the animals! As an open admission, no-kill shelter, we see up to 1,600 animals each year from Watauga County. Our goal is to provide top notch care, exercise, and enrichment to keep each animal happy, healthy, and stimulated until their adoption day!