

Job Title: Volunteer Programs Assistant

Department: Volunteer Programs

Reports To: Volunteer Programs Manager

Classification: Part-time, non-exempt, non-seasonal

SUMMARY

Responsible for providing administrative and program support for Humane Society volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond and communicate with potential volunteers in a timely manner.
- Prepare materials and manage rosters for STEPS volunteer training program.
- Participate in and present CAHS topics at STEPS volunteer training program.
- Oversees administrative functions of the volunteer program including accurate and timely data entry in Volgistics for all volunteer recordkeeping related to contact information, hours worked and skills, etc.
- Promote communication, cooperation and support between Humane Society departments. Provide volunteers with support and guidance to maintain a professional work environment.
- Provide basic day-to-day communication with active volunteers.
- Maintain daily volunteer schedules, notifying management of concerns.
- Organize and manage individual and group volunteer service projects.
- Recruit to fill volunteer needs for events and communicate with staff.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provide support to Humane Society volunteers and work groups.

QUALIFICATIONS

Strong administrative and computer skills, as well as oral and written communication skills. Detail-oriented, self-starter able to manage significant workload with minimal supervision. Exercises good judgment when dealing with the public and staff, able to exercise good judgment when dealing with confidential information or complex, sensitive issues. Committed to maintaining the integrity of the Humane Society's volunteer program and the mission of the Capital Area Humane Society.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent; 1 year administrative experience; experience public speaking/conducting training; experience with various software systems. Knowledge and interest in animal health and handling is beneficial.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, volunteers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Ohio Driver's License and insurable driving record.

PHYSICAL DEMANDS

Subject to animal bites and scratches. Occasional lifting of up to 50 pounds with reasonable accommodation. Periods of prolonged standing or sitting.

WORK ENVIRONMENT

Work is preformed in a normal shelter setting including exposure to hazardous chemicals and potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals.

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