

Volunteer Coordinator – Job Description

Volunteers are the backbone of AARF's organization. We rely on the activities of our volunteers, so the Volunteer Coordinator position is critical in furthering AARF's mission to end pet overpopulation.

The roles of the Volunteer Coordinator are primarily focused around coordinating volunteers for events, adoption days, ongoing and special projects. The Volunteer Coordinator also trains new volunteers and monitors the quality and progress of volunteer projects. The responsibilities include, but are not limited to, the following types of activities:

- recruiting new volunteers
- conducting regular volunteer orientations and training sessions for special projects
- scheduling volunteers as need for events, adoption days and special projects
- monitoring the quality and progress of volunteer projects, and providing feedback as needed

The Volunteer Coordinator position requires someone with excellent communication and organizational skills, good management skills, and the ability to work with a large number of people through email, phone and face-to-face interaction. The ideal candidate will have a passion for rescuing pets facing euthanasia, will be comfortable working with a diverse group of people, and will be familiar with AARF's mission, goals and programs.

This position resides on the AARF Program Board, which does not carry voting or fiscal responsibilities.

This position is currently an unpaid position, although stipends may be available in the future. The position requires approximately 15-20 hours per month, split roughly evenly between online/phone communication and direct contact with potential adopters and constituents. Some local travel will be required, and all travel related expenses are tax-deductible.

To apply for this position, please email a letter of interest, current resume and philosophy statement on animal welfare to Susan Leisure, Director of AARF, susan@aarfatlanta.org or fax to 678.318.1826.