Volunteer Coordinator - Full-time

Wolf Haven International is currently seeking a full-time volunteer coordinator at our wolf sanctuary located in Tenino, WA location. A commitment to Wolf Haven’s overall mission and ability to work as a team is critical.

Job Type: Full-time, exempt
Base pay: $18.28-$21.84 per hour DOE + benefits
Reports to: Executive Director

Key Responsibilities:

Manage a comprehensive recruitment, screening, training, retention, and recognition plan for individual and group volunteers. Ensure that all volunteers are knowledgeable, matched with jobs that meet their skills and interests, and feel valued. Collaborate with program and development staff in developing and maintaining a comprehensive list of involvement opportunities and continuing education for volunteers throughout the organization in Washington and Montana.

Essential Duties and Responsibilities:

A. Develop and maintain a comprehensive recruitment, screening, training, retention, and recognition plan for individual and group volunteers. Ensure that all volunteers are knowledgeable, matched with jobs that meet their skills and interests, and feel valued. Supervision of volunteer efforts is delegated to the team in the area where the volunteers are assigned.

B. Collaborate with program and development staff in developing and maintaining a comprehensive list of involvement opportunities and continuing education for volunteers throughout the organization in Washington and Montana.

C. Develop and maintain complete and accurate records including volunteer policies, procedures, position descriptions, standards of conduct and, where applicable, criminal background checks.

D. Develop and provide to management monthly and annual reports on all individual and group volunteer activities to include, but not limited to, number of volunteers and number of hours.

E. Develop and maintain collegial relationships with peers in the field and with area volunteer organizations to ensure best practices for our volunteer programs.

F. Along with the education coordinator provide leadership at fairs, festivals, schools, corporations, etc. in representing Wolf Haven’s volunteer opportunities and programs.
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Essential Duties and Responsibilities - continued:

G. Develop and maintain appropriate materials for recruitment of volunteers.
H. Maintain volunteer schedules and manage coverage of needs.
I. Serve as primary point of contact for all requests to volunteer and ensure a timely response.
J. Assist, as needed, with existing development activities and events.

Qualifications include:

A. Bachelor’s degree in related field and at least 3 years of work experience.
B. A commitment to building and maintaining an inclusive work environment.
C. Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers’ skills.
D. Proficient in basic computer applications, including Outlook, Word, Excel, PowerPoint and Zoom.
E. Scheduling, record keeping and documentation skills. Experience with online volunteer scheduling programs a plus.
F. Organization and planning skills.
G. Strong written and verbal communications. Ability to give presentations and facilitate trainings.
H. Team oriented and ability to work collaboratively with volunteers from varying organizations and companies.
I. Maintain current Washington driver’s license and insurance.
J. Ability to lift 40 pounds. Reasonable accommodation may be made if needed.

Capabilities

A. Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with the public and/or with difficult situations.
B. Ability to work well with a diverse group of staff and volunteers.
C. Willingness to adjust hours to accommodate the needs of the job.
D. Ability to effectively manage a wide array of tasks, projects, and responsibilities.
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Capabilities -continued:

E. Ability to work productively in an unstructured environment with frequent interruptions.

Time Commitments:

Schedule will vary based on program needs. Hours are generally Monday through Friday. Must be available some evenings or weekends for special events and trainings.

Physical Requirements: Person in this position must be able to sit, stand for extended periods of time, bend, stoop and lift up to 40 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Best candidates are:

- Approachable and gains energy from being with people from diverse backgrounds.
- Volunteers in some other organization.
- Bilingual in Spanish and English a plus.
- Organized with good time management skills.

To apply:

Email a resume, cover letter and 3 references to info@wolfhaven.org. Include Volunteer Coordinator in the subject line of the email. Applications received by April 1 will be given priority. After that date applications will be received on a rolling basis until the position is filled.

Wolf Haven International is an Equal Opportunity Employer. Wolf Haven is committed to fostering a culture of diversity and inclusion and will provide equal access and opportunity to anyone who qualifies, regardless of sex, race, age, color, religion, mental or physical disability, national origin, sexual orientation, gender identity and expression and/or military status.