



VOLUNTEER POSITION

Volunteer Coordinator

Reports to: President/Development & Operations Manager

Time Commitment:

This is a position that can primarily be done from the comfort of your own home. The time commitment varies, but the average is 5 hours a week. We are asking for at least a 6 month commitment of this position.

Duties:

- Reviews volunteer applications
- Sends volunteer welcome emails/links
- Updates volunteer profiles in Petstablished, marking profile as a volunteer
- Manage Sign Up Genius events for volunteers
- Updates Volunteer Google Calendar with event & sign up genius link
- Attends events promoted to volunteers when possible. We do not expect every event, but would like the volunteers to get to know you!
- Provides information to Social Media Coordinator to get posts scheduled if necessary
- Shares opportunities in the DAR Family Facebook group

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Comfortable with technology & new programs
- Good communication skills, as you will be communicating with both our internal team and volunteers

Additional Information:

We have a lot of goals and plans for this year and we need a volunteer program to make it happen. We are expecting our Volunteer Coordinator to tend to all of these duties very diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.