



## Volunteer Coordinator

Pet Pride of New York is a no-kill cat shelter located in the town of Victor, NY. We take in cats and kittens and provide them with healthcare, food and rehabilitation. We handle our cats daily and allow them to play and socialize freely. Most importantly, we do not euthanize our cats to make room for more. Our goal is to adopt our cats into loving forever homes, which is possible thanks to the public's financial support.

We are planning to expand and re-structure our organization and are in need of someone who could help by serving as a Volunteer Coordinator. The Coordinator would manage all elements of the volunteer force. He/she is typically responsible for recruiting, hiring and placing volunteers, as well as training and managing them.

Primary job duties and responsibilities may include, but are not limited to:

- Assist in the recruiting, screening, interviewing and training of new volunteers
- Prepare and distribute assignment documentation
- Maintain files on volunteers
- Provide assistance and consultation for volunteers as needed and when requested
- Attend meetings and assist in the evaluation of the program
- Assist with volunteer appreciation events

Note: The duties listed here are not cast in stone and Pet Pride would welcome any ideas on adjusting these duties to fit our organizational needs.

This would be a perfect position for someone who has retired with previous experience in marketing and is looking to make a difference by offering their services.

This is a volunteer position.