



## **Volunteer Coordinator**

The Volunteer 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 for all aspects of areas of Pet Pride that need volunteers.
- Prepare and distribute assignment documentation
- Develop and maintain a database on volunteers
- Provide assistance and consultation for volunteers as needed and when requested
- Attend meetings and assist in the evaluation of the program
- Must be detailed and organized and may work with more than one project at a time
- Assist with volunteer appreciation events