



Position Title: Volunteer Coordinator

Job Type: Full-time/Exempt

Starting Annual Salary Range: Commensurate with Experience

Benefits: Medical, paid holidays, vacation, and sick leave

About Jameson Animal Rescue Ranch:

Jameson Animal Rescue Ranch (JARR) is a no-kill rescue and sanctuary in the Napa Valley for companion and farmed animals in need. The nonprofit provides transitional and permanent shelter, adoption and rescue services, humane education, animal advocacy, and is committed to ending animal cruelty and overpopulation. JARR also collaborates with and acts as a liaison for various local animal rescue groups.

Position Objectives:

The Volunteer Coordinator is responsible for ensuring all JARR programs have sufficient volunteers to meet their needs. The Volunteer Coordinator is responsible for all aspects of the volunteer program including recruitment, training, data management, task management, scheduling, and support. They must be able to easily discuss JARR's mission, programs, and services to the public. They shall have a proven commitment to animal protection and knowledge of animal protection issues. Until JARR operations transition to a permanent site this position will telecommute. This position requires residence in Napa, CA.

List of Responsibilities:

Administration and management

- Develop, implement, and evaluate effective volunteer recruitment and retention strategies
- Develop, implement, and evaluate internal volunteer policies and procedures including volunteer and foster handbooks and volunteer job descriptions
- Create and manage operating budgets and annual business plans for the volunteer program and provide regular reports to the executive director
- Develop and maintain systems to manage volunteer information
- Develop and maintain systems to ensure appropriate assignment and completion of volunteer tasks
- Meet with department heads weekly to ensure understanding of their needs, development of appropriate volunteer opportunities, evaluation of current volunteer performance, and full utilization of volunteers
- Serve as liaison between volunteers and department managers
- Attend weekly staff meetings

Recruitment, selection, and orientation

- Actively recruit volunteers (including foster parents) through use of the website, print media, community calendars, public speaking, and attendance at community meetings and events
- Prepare for, schedule, and run monthly volunteer orientations
- Meet with prospective volunteers to assess skills, availability, and interest and find appropriate opportunities based on the volunteer's and organization's needs
- Develop and implement a volunteer orientation program
- Ensure appropriate support and training for volunteers
- Develop and implement a volunteer recognition program

Workplace safety

- Identify potential risks for volunteers especially in interaction with animals and physical labor
- Develop policies and procedures to eliminate or reduce those risks and ensure staff is appropriately trained to mitigate risks

- Implement, promote, and evaluate risk reduction policies and procedures
- Maintain current and appropriate insurance policies

Other:

- Evening and weekend work will be required including staffing at the various events to include:
- Accomplish other duties and responsibilities as directed by the Executive Director.
- Keep the warehouses organized and user friendly.
- Organize volunteer needed items/tubs, etc updated in the warehouse for volunteer related events.

Reporting Structure:

- The Volunteer Coordinator reports directly to Executive Director.

Position Qualifications

- Experience managing or coordinating projects and volunteers
- Strong administrative skills and an ability to maintain records and produce clear written and oral reports
- Capacity to inspire and motivate others
- Strong interpersonal skills. The ideal person for this job would be personable, outgoing, patient, professional, nonjudgmental, and able to get along well with a variety of people
- Commitment to animal protection and a willingness to accommodate animals in the work place
- Self-starter with the ability to work with minimal supervision and direction
- Ability to manage multiple tasks simultaneously
- Ability to read, write, and understand English. Proficiency in Spanish a plus
- The ability to remain pleasant and calm even in stressful situations

How to apply:

If you are interested in applying for the Volunteer Coordinator position, please submit a resume and cover letter via email to Monica Stevens, Executive Director, monica@Jamesonrescueranch.org