



Position Title: Volunteer Manager

Job Type: Full-time/Exempt

Reporting Structure: The Volunteer Manager reports to the Operations Manager

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

Location: At JARR facility (1199 Cuttings Wharf Rd.) unless otherwise directed

TO APPLY: SEND A RESUME AND COVER LETTER TO

carley@jamesonrescueranch.org

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.

JOB DESCRIPTION:

The Volunteer Manager is responsible for orchestrating the planning, organizing, implementing and evaluating of multiple volunteer services programs agency-wide. The Volunteer Manager 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.

ADMINISTRATION AND MANAGEMENT:

- Develop, implement, and evaluate effective volunteer recruitment and retention strategies for all volunteer required needs both at the Ranch and off-site needs.
- Develop, implement, and evaluate internal volunteer policies and procedures including volunteer and foster handbooks and volunteer job descriptions
- Utilize and keep current JARR's Database Management system, Volgistics, for volunteer signup, retention and outreach
- Create and manage operating budgets and annual business plans for the volunteer program and provide regular reports to the Operations Manager
- Maintain systems/database to manage volunteer information
- Maintain systems/database to ensure appropriate assignment and completion of volunteer tasks
- Meet with program managers 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 program managers
- Attend weekly staff meetings

RECRUITMENT, SELECTION, AND ORIENTATION:

- Actively recruit volunteers (including fosters) through use of volunteer meetings, 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
- Attend Community networking events as needed

QUALIFICATIONS:

- Bachelor's Degree education, in business, communications, administration, or nonprofit preferred.
- Must have previous 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

WORKING CONDITIONS:

- Full-time work week as scheduled, including weekends and holidays.
- Be able to deal with an oftentimes emotion-charged public and carry a fast-paced, changing workload which can be stressful.
- By the nature of the job there is occasional exposure to sick, injured, unruly, vicious and/or dangerous animals, in addition to exposure to parasites and infectious diseases.
- Employees in this position will work with or around the following chemicals: bleach, accelerated hydrogen peroxide, alcohol, and will perform the administration of medications.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel and crouch.

This job description is not intended to be all inclusive and employees will also perform reasonably related business duties that may be requested by management staff as required which will ensure a positive image and/or will improve the services provided by JARR.