

FLORIDA KEYS SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS, INC.

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Job Description

JOB TITLE:	Volunteer & Community Outreach Coordinator	DEPARTMENT:	Administration
JOB CODE:	Exempt	Pay Range: TBD	REPORTS TO: Development Director
JOB STATUS:	Full Time	WORK DAYS:	TBD
EDUCATION/ EXPERIENCE: (Required)	21 yrs. old minimum High School Equivalent, College Degree preferred	EDUCATION/ EXPERIENCE: (Preferred; may substitute for required)	Experience in Animal Care, Public Speaking, Management, Administration, Program Management

ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE includes the following. **(Other duties may be assigned.)**

The Volunteer & Community Outreach Coordinator oversees the volunteer program and community outreach programs & events throughout the year. Responsible for the recruitment, training and supervision of volunteers to assist employees in the efficient running of the shelter. Maintains volunteer records and coordinates volunteer schedules, prepares department reports and budget, and liaisons with community to attract volunteers. Oversee the scheduling, training, placement, recognition and administration of FKSPCA's volunteer program. Developing and managing numerous mini-outreach events with the goal of increasing community awareness and support of FKSPCA and soliciting donations to support FKSPCA programs. Sit on Spring Social and Parade of Paws Committees to provide support and assistance on these two annual events. Develops and staffs the outreach programs including camps for kids and humane educational sessions.

REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES. **(Other duties may be assigned.)**

1. Recruit, interview and screen, train, supervise and retain volunteers for the continuation and growth of the volunteer program.
2. Continuously add new volunteers through Cheetah program and schedule frequent, timely meet & greets, which include tours of the shelter.
3. Enforce FKSPCA's volunteer policies and procedures, rules and regulations and other necessary information.
4. Update training materials, job descriptions, department forms and volunteer handbook as needed and alert volunteers to relevant education opportunities through Cheetah.
5. Maintain proper volunteer files, including applications and database files in Cheetah software on all volunteers.
6. Implement recognition program and target exceptional volunteers for volunteer recognition, appreciation and advancement.
7. Implement and distribute monthly e-newsletter to volunteers

Protecting Pets in Paradise

8. Provide monthly reports on activities of program and updated retention records.
9. Monitor safety issues among volunteers and take immediate action to correct hazards, including proper training of volunteers or re-classifying levels of competency to handle animals.
10. Provide guidance, direction and resolution for problems or staff issues
11. Develop and foster supportive working relationship between FKSPCA staff and volunteers, including resolution of conflicts between the two groups
12. Sit on special events committee and assist with providing manpower for special events through volunteers
13. Recruit, organize and manage volunteers for special events
14. Liaisons with community organizations and businesses to promote the organizations mission and expand the potential volunteer base. Fulfills speaking engagements and prepares media releases when appropriate.
15. Implement and grow foster care volunteer program for hurricane evacuation and special needs foster situations alongside the Foster Coordinator
16. Planning and coordinating community outreach events and humane education opportunities.
17. Creating and motivating volunteer teams on specific projects and events.
18. Provide timely information and photos to use in newsletter and on website.
19. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of volunteers, staff, animals and other individuals.
20. Participates in public events as directed, and communicates well with employees, volunteers, public and administrative staff. Attend meetings and contribute to FKSPCA strategy and policy making as required. Public speaking may be required in occasions where the Executive Director sees fit.
21. Ensures compliance with legal statutes and ordinances as well as ethical issues relating to all client and staff services, activities and programs.
22. Other duties as required by Development Director or Executive Director.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrates exceptional attention to detail, courteous and professional demeanor and the ability to deal with difficult, stressful, emotional, demanding, uncooperative and sometimes uncooperative animals and/or situations.
2. Ability to think clearly, act quickly and utilize sound judgment in a variety of situations.
3. Excellent verbal, written and observational skills and ability to communicate effectively the policies & procedures of the FKSPCA internally and externally.
4. Ability to be self-disciplined, self-motivated and ability to lead in the absence of the Development Director
5. Ability to create a cooperative environment amongst Animal Care staff and volunteers as well as other departments.
6. Ability to lift 50 pounds and operate all common office equipment and possess basic computer usage knowledge.
7. Ability to work in environments with possible exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites.
8. Ability to follow direction and/or instruction as given either orally or written.
9. Ability to humanely handle all species and work with all species, domestic and wild.
10. Ability to work daytime, evenings and weekends as assigned.
11. Must be at least 21 years of age; possess a valid and insurable driver's license.

EMPLOYMENT DISCLAIMER: This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.

Signature _____ Print _____ Date _____