



Job Description
Director of Volunteer/Outreach Services

Job Title: Director of Volunteer/Outreach Services

Supervisors: Executive Director

Classification: Full Time/Salary/Exempt/Full Benefit

Pay Rate: Annual Salary \$47,476 to \$48,250

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

Occupational Disclaimer: This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

Minimum Qualifications:

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| ✓ Must have a AA or BA degree in related field or equivalent related work experience | ✓ Must have intermediate computer skills |
| ✓ Must have 2 years work experience with a non-profit organization | ✓ Must have intermediate bookkeeping experience |
| ✓ Must have 2 years supervisory or management experience | ✓ Must demonstrate professionalism, courtesy, tact and sound judgment |
| ✓ Must have advanced public speaking skills | ✓ Must have a valid and clean Washington State driver's license and current automobile insurance |
| ✓ Must have advanced written and oral skills | ✓ Must be able to pass an employment background check and drug screening |

Specific Duties:

- ❖ To establish and maintain the Volunteer policies and procedures, as well as, learn and follow the Humane Society's policies and procedures and city, county and state requirements in regards to Volunteer services
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members and other departments
- ❖ To develop and implement an annual business plan and budget
- ❖ To prepare a monthly departmental report for the Executive Director
- ❖ To recruit, hire, orient, train and manage performance of the Volunteer Department staff
- ❖ To recruit, appoint, orient, train and manage performance of shelter volunteers
- ❖ To review and verify Volunteer Department staff time cards for payroll processing
- ❖ To write articles and provide data for the newsletter
- ❖ To plan and implement outreach events
- ❖ To create and maintain outreach event evaluation reports
- ❖ To assist with "A & B" type fund raising events as needed
- ❖ To fulfill volunteer requirements for special events, mobile adoptions and outreach booths
- ❖ To assign volunteers to Shelter departments
- ❖ To maintain the volunteer data base and track volunteer hours
- ❖ To attend board meetings and fundraising events as needed
- ❖ To respond to emergency calls while off duty
- ❖ To perform other reasonable duties time to time, as assigned by the Executive Director

Auburn Valley Humane Society Mission Statement

The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.