**JOB TITLE:** Volunteer & Outreach Specialist  **JCC#:**  F245VO

**DIVISION:** Executive  **DATE:** 10/27/16

**SERVICE CTR:** Animal Services

**FLSA:** Non-Exempt

**ESSENTIAL JOB FUNCTIONS:** Works under the general supervision of the Shelter Supervisor to serve as the primary contact for rescue groups, fosterers, and volunteers to support the division’s objectives. Coordinates the Pet Placement Partner program to cultivate new rescue partnerships and maintain existing rescue partnerships. Maintains and updates volunteer policies and procedures for approval by management. Provides orientation materials to all rescue groups and foster volunteers. Coordinates regular meetings, seminars, and training sessions for rescue groups, fosterers, and volunteers as needed. Reviews and updates the rescue and foster volunteers database. Maintains, files, and distributes monthly statistical reports regarding information of the rescue and foster programs. Collaborates with community partners to facilitate the transfer of animals. Develops and coordinates all foster volunteer and animal relationships. Maintains records of foster homes and ensures compliance with MAS guidelines. Recruits, interviews, and screens potential foster volunteers and matches fosterers according to program needs. Schedules proper vaccine and health check-ups for foster animals. Coordinates and evaluates volunteer and outreach programs focused on recruitment, training and retention of volunteers and community partnerships. Serves as the liaison between community partners and staff members. Schedules and monitors corporate and large group volunteering for the animal shelters. Attends meetings and events to foster community relationships by driving to various locations throughout the City.

**OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

**TYPICAL PHYSICAL DEMANDS:** Must be able to communicate clearly both verbally and in writing with management, staff members, and the general public. Requires the ability to lift and carry objects including animals such as dogs, cats, snakes, livestock, and wildlife (up to approximately 50 lbs.). Requires the ability to operate an automobile for on-site visits to various locations throughout the City. Requires the ability to operate general office equipment including telephone, computer, printer, and copier.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment, except during

on-site visits. Exposed to and interacts with various animals. Travel to community organizations, meetings, and events throughout the City will be required.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree and three (3) years of experience in animal welfare, previous shelter experience; or any combination of experience and training which enables one to perform the essential job functions. Must have working knowledge of software programs including Microsoft Office applications. Must possess and maintain a valid driver license as a condition of continued employment.

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WRITTEN BY: DATE: COMPENSATION MGMT APPROVAL:

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 DIVISION APPROVAL: DATE: