

YELLOWSTONE VALLEY ANIMAL SHELTER, INC.

Department:	Job Description
Job Description Title: Activities Coordinator	FLSA Status: Non-Exempt
Reports To: Operations Manager Application packet available at www.yvas.org or visit YVAS at 1735 Monad Rd	Position Status: Part Time 20 - 32 hrs depending on Volunteer Needs and Events.
Prepared By: Chris Anderson, Exec. Dir.	Revision Date: 10/3/18

Job Summary:

Primary responsibilities: To gather, energize and manage a group of people to support the shelter through volunteerism and events. Respect, support and advocate for companion animals, the humans who surround them, and for Yellowstone Valley Animal Shelter. Develop and coordinate the volunteer program working in conjunction with staff to utilize volunteer opportunities in the needs of the shelter. Coordinate onsite and offsite events, including all community requests, and participate in the promotion of fund raising events. Expected to support Shelter Daily Services and staff as needed.

General Statement:

This position requires an individual who is comfortable working closely and in conjunction with staff, committee members, board members, and the public, both youth and adults, with a strong commitment to the team concept. At the same time this individual must be able to work independently with autonomy towards the successful completion of all job responsibilities. This person must have excellent basic writing skills and be creative. This is a fast paced, sometimes hectic environment, allowing for areas of needs for animals and humans in a shelter environment. Flexibility and multitasking skills are an absolute necessity in this environment. This person must have skills to manage and direct volunteer work forces.

Essential Duties and Responsibilities:

Volunteer Program

1. Evaluate Volunteer Handbook and Job Descriptions and update current volunteer program needs.
2. Have clear understanding of job duties and function of areas of shelter in which volunteers would participate.
3. Function as team member with shelter staff to satisfy needs of each department and/or duty. Clear communication and training with shelter staff for volunteers in each area.
4. Provide orientation, interviews, and placement of volunteers in accordance with the needs of the shelter function. Follow-up with evaluations, reports, disputes, and volunteer releases. Utilize Volgistic Database for recording volunteer statistics and demographics. Maintain email database for outreach and immediate need requests.
5. Maintain visual work schedule of volunteers in order that staff can be aware of availability. Meet with staff on weekly basis for feedback.
6. Create environment of celebration and rewards for volunteers
7. Uphold all safety requirements.
8. Coordinate with community work programs to utilize their clients within in our volunteer program
9. Work with school, community, and private programs to tour shelter and perform volunteer duties.

Onsite and Offsite Event Program

10. Coordinate in a team effort with Event Committee and Executive Director to schedule and participate in the planning of on site and off site events. This includes but not limited to holiday events, fund raisers, low cost spay/neuter clinics, weekend adoption events, etc.
11. Create calendar of community events through out the year in which YVAS could participate to create community awareness.
12. Schedule volunteers for events, recognizing appropriate skills necessary for each event.
13. Schedule meeting times as needed.
14. Maintain appropriate records of funds, expense and income of events. Work with Executive Director in this area.
15. Bring exciting and creative component to development of onsite and offsite events.

Performs other duties as assigned; expected to assist shelter staff at high traffic times or when high animal population.

Minimum Qualifications (Experience/Education/Licensure/Certification/Special Training):

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

Education/Experience:

College Education and one to two years' of relevant experience and/or training, which may include training involving both on-the-job experience and informal training with experienced workers; must have experience overseeing and evaluating others, speaking to groups, and organizing groups and or events; clear and concise communication in the form of writing, creating and presenting.

Tools & Technology:

Must be proficient in Excel, PowerPoint Presentation Tools, Social Media, Volunteer Software Program, and other computer based operations, or capable of learning these skills.

Essential Knowledge, Skills and Abilities (KSA's): To perform the job successfully, an individual should demonstrate the following competencies:

- Proficiency in the use of basic computer software and specific shelter software
- Basic knowledge of feline and canine behavior and body language
- Sensitivity and compassion for companion animal population
- Sensitivity and compassion for the public in whatever capacity presents itself.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management — managing one's own time and the time of others.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Comfortable working in an animal health emergency environment.

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include Close vision and Distance vision.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is continuously required to stand and walk. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Frequent exposure to fumes or airborne particles; and toxic or caustic chemicals.
- Daily exposure to possible scratches, bites, or injury by felines.
- Rare exposure to canine and feline zoonotic diseases.
- Occasional interaction with irate, or angry customers.
- Work in an office environment that shares office resources and works in close proximity of other staff members, animals, and the public.