

Nevada Humane Society Job Description

Community Programs Project Manager – Volunteers

Reports to Community Programs Director

Job Description

Develop and manage volunteer projects and activities with the goal of creating a no-kill community in Washoe County, Nevada.

Responsibilities:

- Manage volunteer projects and activities to meet NHS' volunteer goals.
- Manage volunteer foster program, including recruitment, placement, and documentation.
- Handle correspondence between NHS and volunteers.
- Oversee recruitment of new volunteers and general marketing of volunteer program.
- Plan, prepare, and implement monthly volunteer orientation sessions.
- Conduct one-on-one orientations as the need arises.
- Match staff/organization volunteer needs to volunteer preferences and skills (and vice versa)
- Manage the development, documentation, and communication of volunteer processes (such as the dot system for dog walking).
- Develop and implement volunteer training, as needed
- Maintain the volunteer office so that it is functional, yet professional, in appearance.
- Oversee volunteer appreciation and motivation activities.
- Conduct follow-up activities to be sure that the program is working well, both for the organization and the volunteers.
- Create and publish volunteer profiles.
- Report monthly statistics to Community Programs Director and Executive Director.
- Help resolve volunteer problems, bringing them to the attention of Community Programs Director as appropriate.
- Provide stories and information, as needed, for input to website content, mailings, and various publications.
- Partner with "Volunteer" Volunteer Coordinator on all activities, as appropriate.
- Coordinate or assist with other related projects as determined by the Community Programs Director.
- Participate in staff, volunteer, and donor recruitment, as needed.
- Work and communicate effectively with all NHS staff.
- Keep up with developments in the humane movement – watching for emerging trends and sharing observations with the other NHS staff members.

Required skills and experience:

- Strong interpersonal skills – team player, personable, professional, and able to get along well with a variety of people.
- Takes initiative and does not require everyday supervision.
- Attention to detail.
- Strong organizational skills.
- Ability to consistently meet deadlines.
- Proficient in Microsoft Windows and Office (especially Word & Outlook, sometimes PowerPoint and Excel) and desktop publishing software. Comfortable learning and using online information systems.
- Ability to set goals, to work independently as well as part of a team to plan and carry out projects.
- Flexible and able to manage multiple tasks and projects.
- Ability to manage projects in an organized, efficient and effective manner.
- Commitment to the organization's mission and strong desire to keep abreast of animal issues.
- Specific experience/knowledge in the areas of volunteer development and management, and a general understanding of pet care and animal welfare is desirable.
- Minimum educational requirement: Bachelors Degree.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

Exempt Position: Minimum of 8 hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. May be required to be on call on a 24-hour, 365-day basis. May include weekend, night and holiday work.

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. A 90-day probation period is implemented for all staff.

Note: We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.