



## Volunteer Coordinator

### Job Announcement

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Volunteer Coordinator. Join our fun, fast-paced, and professional environment, where you can help save the lives of homeless dogs and cats through our high-quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's an excellent opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help The NOAH Center achieve our mission of finding homes for animals and reducing pet overpopulation through low-cost spay/neuter.

#### **Job Summary**

The Volunteer Coordinator is responsible for overseeing Volunteer activities within The NOAH Center. Their duties include recruiting, interviewing, and hiring Volunteers, placing Volunteers in different roles based on their qualifications, and maintaining accurate Volunteer records. The Volunteer Coordinator will schedule volunteers based on The NOAH Center's programs and volunteer staffing needs. This position provides leadership, manages, and implements initiatives to build a successful long-term volunteer program and financial stability for The Noah Center. Responsible for the growth of The NOAH Center's volunteer program. The Volunteer Coordinator provides on-site supervision and leadership to the volunteers, tracking volunteer hours and maintaining accurate volunteer records. This position is responsible for developing and executing volunteer recognition programs regularly. In addition, the Volunteer Coordinator assists with outreach activities to promote The NOAH Center's adoptions, spay & neuter, volunteer, and fundraising programs.

*The Volunteer Coordinator must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every staff member and volunteer at The NOAH Center. Performs duties safely and professionally according to The NOAH Center's Code of Conduct.*

#### **MINIMUM QUALIFICATIONS**

- High School Diploma
- Associates degree preferred
- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Have a valid Washington State Driver's License
- Minimum 3 years of professional experience in management, supervision, and leadership
- Experience in volunteer management preferred
- Previous animal welfare experience is preferred
- Project management experience
- Ability to recruit, organize, supervise and motivate volunteers
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Excellent verbal and written communication skills.
- Presentation skills; ability to persuasively convey the mission of The Noah Center to diverse groups, including major donors and corporate executives
- Ability to communicate effectively with influential people
- Experience and comfort delivering presentations to a variety of different audiences
- Must be able to work independently and be self-motivated
- Must be able to work in a team environment
- Must have strong interpersonal skills and maintain strong professional relationships
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Exceptional organizational skills, attention to detail, ability to meet deadlines and handle multiple tasks

- Work venues vary from office to social events, to presentations, to large and small meetings and interactions with individuals, involving a variety of environments
- Proficient with Microsoft Office Suite or related software
- Experienced with other database programs. Volunteer database experience preferred
- Knowledge of animal welfare issues and highly motivated toward promoting animal welfare

## **WORK CONDITIONS**

It may require prolonged sitting at a desk and working on a computer. With reasonable accommodations, there is frequent standing, bending, stooping, and lifting up to 20 lbs. with reasonable accommodations. Works in an area with a high noise level. Exposure to fumes from cleaning chemicals. Subject to animal, dander, bites, and scratches. Exposure to biological and potentially zoonotic agents. May be required to work beyond the scheduled hours.

Salary: \$17.00-\$20.00 per hour DOE  
Classification: Non-Exempt, Regular, Part-Time  
Schedule: Varies, will include weekend, holiday, and evening work  
Benefits: Paid sick leave, paid time off & retirement options (Once eligibility requirements are met)  
Reports to: Executive Director  
Reporting Staff: Volunteers

## **Instructions for Applying**

***MUST BE AVAILABLE TO WORK WEEKENDS***

Please send a resume and cover letter to:  
Stacie Ventura, Executive Director  
Email: [stacie@thenoahcenter.org](mailto:stacie@thenoahcenter.org)  
Mail: 31300 Brandstrom Road Stanwood, WA 98292

Thank you for your interest in working for The NOAH Center!

*The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arises and business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*