

Volunteer Coordinator

The Washington County Humane Society (WCHS) seeks a Volunteer Coordinator (VC). This diverse role is primarily responsible for inspiring a team of 400 volunteers who help WCHS, and is inspired by our mission to protect animals from suffering and cruelty, to provide care for animals afflicted by neglect and abandonment, and to enhance the lives of animals and people through education, adoption and compassion. WCHS offers health insurance, a 403(b) match and vacation, but the best benefit is the opportunity to work alongside very bright, compassionate, and creative individuals who are at the top of their field and care deeply about providing solutions for animals in need — and for the people who love them.

About the Role

In addition to coordinating volunteers, the VC will meet regularly with the admin team for planning and goal setting; participate in organizing and executing five major fundraising events annually, assist with ROMP with the Animals summer daycamps, present at functions to recruit new volunteers, support the Office Manager, and enter data. The VC is comfortable with people of all ages and can balance relationship-building with the other important position functions. Some evenings and weekends are required. Teaching experience is a plus.

This job demands a lot. Yet, the satisfaction of witnessing animals finding their forever families, and the camaraderie among the volunteers who return year after year to work on events, is heartwarming. You will come to know and love them.

Essential Functions & Responsibilities

- Act as a liaison between our 400 volunteers and WCHS with quality communications including face-to-face and telephone conversations as well as email and other written communications.
- Moderate and provide assistance to staff when volunteer issues arise.
- Ensure adequate volunteer staffing for animal care positions, fundraisers, educational and outreach events, foster care homes, and all other volunteer programs.
- Coordinate ROMP with the Animals, a daycamp for youth, held during the summer months to include organizing field trips, projects, working with the teacher, and filling in as needed during the four-day sessions.
- Coordinate and schedule Reading with Rover at the West Bend Public Library and our Pet-A-Pet Therapy Program in area hospitals, nursing homes and schools.
- Present to youth groups, civic organizations, other functions, and occasionally on TV and radio to recruit volunteers and to educate children on responsible pet care and humane issues.
- Plan and execute an annual appreciation event and tokens of appreciation throughout the year.
- Recommend a volunteer of the quarter and write a newsletter article acknowledging the individual/group.

- Other responsibilities include developing volunteer policies with the Executive Director, maintaining and updating the volunteer handbook as needed, assisting others with special projects as needed, and participating in meetings, training and seminars as necessary.

Qualified applicants must:

- Respect the dignity and basic rights of animals.
- Understand and be dedicated to The Washington County Humane Society's mission, philosophy and animal welfare programs.
- Display emotional maturity and enjoy being a team player in a fast-paced environment.
- Demonstrate attention to detail and strong communication and customer service skills.
- Possess strong oral, written and organizational skills.
- Bring a minimum of three years experience in animal welfare, a nonprofit organization or a related position.
- Work independently with minimal supervision.
- Demonstrate computer literacy and knowledge of spreadsheets and databases. (Fluency in Volgistics and DonorSnap is a plus).
- Have a valid driver's license.

Work Environment

The VC will have an office in the newly rebuilt shelter located on Hwy. 60 in the Town of Polk. Although this position does not include animal care, you may occasionally be exposed to zoonotic diseases, frightened, injured and aggressive animals. Working in animal welfare is emotionally demanding and often includes dealing with abrasive constituencies, animal abuse and neglect situations, and conversations about euthanasia. WCHS does not euthanize for length of stay or space and its annual euthanasia rate is under five percent. This role has the potential to grow and change as WCHS expands its programming when construction is completed and Covid protocols are discontinued. This salaried position reports to the Executive Director.

About the Washington County Humane Society

WCHS is an independent, nonprofit agency supporting animal welfare in Washington County, Wisconsin. Our commitment to our community and its animals dates back to 1960 when a group of concerned residents dedicated themselves to safeguarding lost and stray dogs and cats. Sixty years later, we now rescue and adopt out 2,500 animals annually, and 6,500 area residents attend our educational programs and events. WCHS receives no government funding or taxpayer dollars. Charitable contributions and service fees fund the animals' care and medical expenses, training and educational programming. WCHS is deeply committed to animal welfare and serving the community who supports us in our efforts to improve the lives of animals. Visit wchspets.org or facebook.com/thewchs/ to learn more.

To Apply

Please submit your resume, cover letter, salary requirements or any questions to Kay Amland at dev@wchspets.org. Applications must be submitted by March 5. No phone calls please. WCHS is an Equal Opportunity Employer.