



### **Position: Coordinator of Volunteers and Events**

Implement and grow a self-sustaining Volunteer Program to support Big Dog Ranch Rescue operations and Special Events. The Volunteer Program is the life-blood of our organization. We depend on volunteers to help sustain all facets of our operations.

Key responsibilities:

- Recruit volunteers for all Big Dog Ranch Rescue departments and programs
- Coordinate and participate in offsite adoption events
- Get to know and assign volunteers based on preference, ability and availability
- Work with civic and local organizations to develop partnerships to build volunteer base
- Develop and implement a training program for all volunteers
- Develop and implement a volunteer recognition program
- Network throughout the community and serve as an advocate for Big Dog Ranch Rescue

Applicants must possess the following:

- Strong organization, communication and computer skills, including volunteer database (knowledge of Volgistics preferred)
- Ability to multi-task and work under minimal supervision
- Ability to work cooperatively with other staff and volunteers
- Ability to assume new tasks or projects as assigned or required
- Ability to drive the van to/from events and load/unload dogs, supplies, etc.

- Ability to work weekends and occasional evenings; typical days off are Monday and Tuesday, but flexibility is a MUST
- Maintain a professional appearance and be well-mannered

Please [click here](#) to complete an employment application.