

## Volunteer Coordinator Assistant

**Reports to:** Volunteer Coordinator

**Position Function & Organizational Impact:**

- Provide volunteer program support

**Time Commitment and Location of Work:**

- Yakima Humane Society
- Mentors must volunteer on a regular basis to remain up-to-date with policies and procedures; must volunteer a minimum of 8 hours each month with a preference for committing to a regular shift weekly, bi-weekly or monthly

**Goals:**

- Assist Volunteer Coordinator
- Minimize work for Volunteer Coordinator
- Maintain an organized system

**Core responsibilities:**

- Check in with Volunteer Coordinator at the beginning of each shift
- Assist Volunteer Coordinator as requested, including but not limited to:
  - Making Volunteer Handbooks
  - Facilitate volunteer introductions and safety walkthroughs
  - Data entry opportunities available to those with computer skills

**Qualifications/Requirements:**

- Warm, friendly and enthusiastic personality
- Comfortable interacting with dogs and cats
- Must be able to lift 15 pounds
- Ability to follow specific instructions from staff
- Enjoys engaging with Yakima Humane Society visitors, volunteers, and staff
- Enjoys teaching small groups and leading by example
- Commitment to the philosophy of Yakima Humane Society practices and policies
- Must be at least 21 years of age to volunteer for this position
- Track and input hours worked into the Yakima Humane Society database
- Regular access to email to receive updates