



Volunteer Program Assistant

Function:

The Volunteer Program Assistant will be responsible for Orientations, follow up screening interviews, data entry and correspondence with Volunteer Manager.

Specific Requirements:

- Must support the mission, policies and practices of Big Dog Ranch Rescue.
- Must be able to provide accurate information and expectations to the new volunteers at all times.
- Must have the ability to deal tactfully and effectively volunteers.
- Must have excellent oral communication skills.
- Must be comfortable with delivering expectations to incoming volunteers.
- Must be comfortable with doing volunteer evaluations.
- Have detailed knowledge of all shelter programs and departments.
- Must be computer literate.

Skills/Qualifications:

- Proven leadership attributes and aspirations to learn.
- Ability to be diplomatic and informative.
- Must be computer literate and commit to checking emails regularly to greet new volunteers, offer interview times and arrange meetings with Leads.
- Must have good customer service skills.

Expectations:

- Host Orientations a minimum of 4 times per month to educate incoming volunteers about Big Dog Ranch Rescue's history and volunteer program standards and expectations.
 - Commit to responding to incoming volunteers requests for interviews in a timely manner
- Must be able to build and maintain positive relationships with Leads and the staff members in their department when placing new volunteers.

- Exude confidence and inspire commitment from the incoming volunteers.

Effective 1/2019
Approved CK

“Big and small, we save them all!”