



Volunteer Coordinator

Thank you for your interest in helping Old Dogs New Digs! We are a tax-exempt 501(c)(3) nonprofit organization founded in 2016 by a handful of friends who have volunteered for various animal rescue groups through the years. We all have a soft spot for that sweet senior dog sitting and waiting in the shelter without a home or family, and we're doing what we can to make sure their last years, months, weeks, and days are spent immersed in the comfort and love they deserve. We look forward to hearing about how you can and would like to join this effort!

To express your interest in filling the Volunteer Coordinator role, please email ODND at woof@olddogsnewdigs.com or complete our [volunteer survey](#).

Desirable Characteristics for this role:

- Excellent written and verbal communication skills
 - Diplomatic
 - Organization skills
 - Planning skills
 - Record keeping skills
 - Proficient in computer applications such as word processing, spreadsheets, and internet
 - Professional demeanor when dealing with difficult situations
 - Ability to work well with a diverse group of volunteers
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Responsibilities:

- Develop and promote volunteer opportunities within the organization.
- Survey other coordinators within the organization regularly to assess needs for volunteer help.
- Write and update volunteer job descriptions that let prospective volunteers clearly know the scope of each job.
- Review and respond to volunteer survey submissions.
- Recruit, interview, and place applicants for volunteer work in their area of their skills and interest.
- Collaborate with Communications Director and social media managers to publicize volunteer opportunities and needs.
- Supervise volunteers and provide direction, coordination, and consultation for all volunteer functions to involve a community of supporters.
- Conduct and/or arrange for volunteer orientation and training (for online and offline administrative systems).
- Maintain records and provide reports on volunteer participation to the board.
- Provide ongoing support and guidance for volunteers:



Volunteer Job Description

- Act as a single point of contact for communications.
 - Confer with volunteers to resolve grievances and promote cooperation and interest.
 - Create and distribute various communications that are relevant to volunteers in general or to specific volunteers, such as procedural instructions and updates.
 - Identify community outreach opportunities such as fairs, festivals, local markets, and Organizations.
 - Remain current in general office technology, and train volunteers to use technology as needed.
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WANTED — OLD-DOG-LOVING VOLUNTEER COORDINATOR

Old Dogs New Digs is seeking a volunteer to recruit and coordinate all of ODND's volunteers. We're looking for someone who is expert at channeling the enthusiasm of volunteers into specific roles that are well matched to their skill set and abilities.

Ideally, we'd like to find someone who is passionate about contributing to the animal welfare movement.