



Volunteer Coordinator

Volunteer Position Based in Calgary

POSITION DESCRIPTION

Who Are We

Tails of Help is a volunteer-driven registered charity focused on helping Albertans in need. Approved by the Alberta Veterinary Medical Association, we help fund essential veterinary care for ill or injured pets of owners who are experiencing financial hardship. Our goal is to help keep pets healthy and with their loving families.

Who Do We Help

We help seniors, disabled, or low income pet owners who own pets that need essential veterinary treatment. We can help care for companion animals of all kinds, from dogs and cats to birds and ferrets.

Tails of Help has the objective to provide assistance to the Alberta pet owner facing financial hardship whose companion animal is ill or injured and requires essential veterinary care. Tails of Help also strives to educate the public on the cost and responsibilities of pet ownership, including disease and injury prevention. The goal is to help reduce the burden on animal shelters, humane societies and social services in the province by keeping pets healthy and with their loving families.

All Staff and Volunteers are required to maintain a high level of professionalism and act as an ambassador for

Tails of Help

and

Have an appreciation and respect for animals, and the values and objectives of

Tails of Help

Objective of the Volunteer Coordinator:

- The Volunteer Coordinator is responsible for assisting in the recruitment and support of Tails of Help volunteers. They must have strong communication and people management skills, since they must work with many different kinds of people.
- The Volunteer Coordinator ensures that the interests of volunteers are served and that Tails of Help remains well staffed. They may coordinate and schedule volunteers on an ongoing basis or organize volunteers for single events. Volunteer coordinator is also responsible for keeping existing volunteers informed and engaged via a variety of communications, such as newsletters and email.
- The Volunteer Coordinator works actively to recruit volunteers for Tails of Help's annual events. They may reach out to established volunteers or seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events.

- Individuals interested in the volunteer coordination role must be detail-oriented, organized, outgoing and communicate effectively with a variety of people.
- Coordinators must match interested volunteers with an opportunity that suits their skill set and serves the organization. Volunteer coordinators are to ensure that individual volunteers feel comfortable with their placements and fully understand their responsibilities. The Coordinator may conduct interviews to determine the roles that volunteers will take.
- The Volunteer Coordinator may work with groups and individuals. Whether they are working with a single volunteer or a group, the Volunteer Coordinator must ensure that all volunteers receive proper induction/orientation training. They may lead and conduct informational sessions prior to volunteer events.
- The Volunteer Coordinator must also maintain communication with existing volunteers. The Volunteer Coordinators may hold events to thank volunteers or send individual correspondences. Informative e-mails and newsletters are often sent to volunteers to keep them abreast of happenings within the organization and informed of additional opportunities to participate.

Duties, Responsibilities & Skills:

- Assists in the development and growth of the Volunteer Program; coordinates volunteer recruitment, engagement and orientation training. Responsible for ensuring Tails of Help events have sufficient volunteers for annual events, resulting in positive public exposure and charitable support.
- Project Management, organizational and prioritizing skills; problem solving skills; and attention to detail is imperative.
- The ability to work independently, and possess excellent communication, interpersonal and people management skills.
- Experience in volunteer management/support and events planning and coordination would be beneficial.
- Demonstrated high energy level and flexibility.
- Must be a self-motivated team player and have the ability to work with a diverse group of individuals (ranging from the ED, Board Members, other volunteers, public, Calgary City officials and corporate leaders)

Time Requirements:

- This is a volunteer position so hours are flexible but the incumbent must be available to meet the demands and requirement of the role. Ideally the incumbent would be based in Calgary.

Orientation & Training:

- Information/orientation session includes Tails of Help information, purpose and mandate of the organization.
- Support from the organization, Executive Director and committee(s).
- Monthly meetings or teleconference calls will be required with the Executive Director and may also include committee meetings.

Benefits:

- Assist Tails of Help to achieve our objectives - keeping pets healthy and with their loving families.
- An opportunity to work in volunteer management for a growing charitable organization.
- An opportunity to be responsible for managing and coordinating volunteers for public events.
- An opportunity to work with and interact with peers, volunteers, public and pet owners.
- Reference letter

Screening may include all or some of the following:

- Application
- Information/Orientation Session
- Interview
- Reference checks
- Successful completion of a Police Check

Reports to:

Executive Director, Tails of Help

Volunteer Signature

Volunteer Name (please print)

Executive Director, Tails of Help

TO APPLY:

Please email your resume and a brief covering letter outlining why you want to volunteer for Tails of Help. Please email your application to andrew.ewan@tailsofhelp.ca with the position you are applying for in the subject line.

Closing date: Position will remain open until the successful candidate has been placed

Tails of Help sincerely appreciates your interest in volunteering for our organization, however due to the large volume of applications we receive, we are unable to respond to/confirm receipt of applications, or provide the status of openings. Please note that only candidates who are selected to participate in the interview process will be contacted.