



Role Purpose

The role of Voluntary Volunteer Coordinator will be to support the Shelter Manager to implement volunteer procedures and policies, maintain positive volunteer communications, organise recruitment and induction sessions as well as support with any additional responsibilities relating to volunteer management.

Main Responsibilities

1. Support with advertisement, recruitment and booking onto inductions for new volunteers to fulfill volunteer requirements within the shelter.
2. Research and update volunteer job roles to ensure they are fit for purpose for the running of the shelter.
3. Maintain and update volunteer documentation with direction and support from the Shelter Manager.
4. Liaise with the Shelter Manager to ascertain volunteer requirements around the shelter.
5. Ensure there is appropriate training and support in place for volunteers.
6. Liaise with the Shelter Manager to identify volunteer requirements and recruit appropriately from existing volunteers for events, projects, etc.
7. Research and organise volunteer appreciation events as directed by the Shelter Manager.
8. Review and implement administrative procedures relevant to volunteer communication, induction and recruitment.
9. Maintain an accurate database of volunteers and undertake any other administrative duties as and when required.
10. Maintain continued positive communication with volunteers to keep them up-to-date with shelter operations, opportunities and general news.
11. Monitor volunteer engagement and check-in with new volunteers at regular intervals to see how they are getting on and find reasons why volunteers continue to or stop volunteering at the shelter.
12. To provide a minimum commitment for three months and work a minimum of 6 hours per week over 1 or 2 days (Mon-Fri).

Worcestershire Animal Rescue Shelter, Hawthorn Lane, Newland,

Worcestershire, WR13 5BD

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Registered Charity No.: 514872



Suitability

1. What experience do you have with monitoring and improving administrative procedures?

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2. Tell us a bit about your experience in communicating with people through face-to-face, email and telephone interactions.

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3. How would you stay motivated within this role, knowing that the role is not a paid role?

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4. What experience do you have working with volunteers?

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