



FRANKLIN COUNTY DEPARTMENT OF  
ANIMAL CARE AND CONTROL  
4340 TAMARACK BLVD  
COLUMBUS, OH 43229

## JOB ANNOUNCEMENT

**POSITION TITLE:** Volunteer Coordinator (Bargaining) **PCN:** 071004

**REPORT TO:** Assistant Director **PR:** A11

**RESPONSIBILITIES:** Oversee and coordinate the Volunteer Program and administer the Volunteer Training Program including the development and maintenance of training materials. Recruit volunteers and assign duties. Recruit volunteers in government agencies, the private sector, schools, animal groups, and all other available sources for the Volunteer Program. Maintain appropriate professional affiliations. Provide information and support to develop and maintain a volunteer manual. Maintain volunteer records and coordinate volunteer communications and recognition programs. Plan and lead regular volunteer meetings.

Provide presentations to various schools, community groups and outside agencies about Animal Care & Control operations. Conduct tours of the Animal Shelter. Coordinate pick-up and/or arrange pick-up donations of newspaper, materials, and supplies.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Business, Human Resources or related field with two (2) years of related experience and strong customer service and organizational skills or any equivalent combination of training or experience. A Valid Ohio Driver's License is required.

**STARTING SALARY:** \$18.14 per hour, plus a comprehensive benefits package  
120 day probation period

**DATE POSTED:** Friday, December 30, 2016

**DEADLINE FOR APPLY:** Friday, January 13, 2017

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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