

**J O B   A N N O U N C E M E N T**

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

**REPORTS 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:** \$19.58 per hour, plus a comprehensive benefits package  
120 day probationary period

**DATE POSTED:** Thursday, March 9, 2017

**DEADLINE FOR APPLY:** Wednesday, March 22, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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