



Volunteer Co-Coordinator Position Description

About the Buster Foundation

The Buster Foundation is a private 501c3 not-for-profit animal welfare organization that relies solely on donations, grants, bequests and fundraising events to further its mission of caring for the neglected and abandoned pit bull and bully breed dogs in our care. The Buster Foundation does not euthanize any animal for lack of space or length of time that they are in our care.

About the Position

The volunteer co-coordinators will recruit, assist in training, and manage volunteers for various jobs and events that address the specific needs and goals of the Buster Foundation. Basic volunteer service project categories include one-day and short-term projects, along with ongoing volunteering in a defined area within the organization.

The volunteer co-coordinators will be responsible for regular and urgent communications with all volunteers, and coordination of volunteers for outreach events and special projects. They will create and maintain a volunteer page on our RescueGroups website (www.busterdogs.com) which will include volunteer needs for upcoming events, important information, etc. The volunteer co-coordinators will become familiar with the experience and strengths of all volunteers, as well as the areas in which they desire to help.

Volunteer Coordinator Responsibilities

Volunteer Recruitment and Training

- Recruit required number of volunteers
- Recruit volunteers to commit to one-day and short-term projects (details of the size and scope of these projects will be provided by Buster Foundation officers)
- Present the Buster Foundation mission and projects to local community organizations, student groups, and corporate partners to obtain volunteers
- Ensure all potential volunteers complete the Buster Foundation volunteer application. Coordinator will complete and document reference checks.
- Ensure necessary documentation (including but not limited to hold harmless, permissions, and emergency contact information) for all volunteers is complete, signed and current
- Provide initial orientation and ongoing training to all volunteers

Planning and Implementation

- Assist Buster Foundation officers in identifying volunteer projects
- Assist in implementation of events and coordinate volunteers for both on-site and off-site events
- Plan annual volunteer appreciation event

Volunteer Management and Tracking

- Establish and regularly update volunteer schedule and list of events
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciations for their efforts
- Document and log volunteer hours in volunteer tracking system
- Encourage and solicit feedback from volunteers regarding observed characteristics and behaviors of Buster Foundation animals

Evaluation of Volunteer Activities

- Collect and manage feedback from all parties involved in volunteer activities (including volunteers, Buster officers, and community members) through written reports, testimonials, and verbal comments
- Share feedback with all parties involved to acknowledge strengths, successes and to make improvements for future volunteer activities

Time Commitment

- Hours per week will vary, and may include weekends and occasional evenings. A minimum commitment of one year is required.

Qualifications and Experience

Dedication to volunteerism and coordinating volunteer activities

- Experience in leadership role, or demonstrated ability to provide leadership
- Experience in recruiting, training, managing, and supporting groups of people to address the needs of an organization
- Ability to build relationships and work with volunteers, staff, and community members
- Successful track record of planning and implementing events
- Desire to learn about, and commitment to follow The Buster Foundation practices and protocols

Communication

- Strong language and communication skills (written and oral)
- Ability to give presentations to large groups
- Desire to share the Buster Foundation mission with the community

Commitment to service

- Community service experience helpful
- Ability to work with, and interact with people from diverse backgrounds
- Enthusiastic and positive attitude toward helping others

Professionalism

- Ability to work well independently and on a team
- Maturity and good judgment in relating to Buster Foundation volunteers, staff, and partners
- Ability to work with, and interact with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible within reason
- Demonstrated ability to solve problems and think strategically

Supervision

Reports to the Operations Manager