



SPCA Windhoek

The SPCA Windhoek is looking for a Volunteer Coordinator to join the team.

Volunteer Coordinator

The Volunteer Coordinator serves as the primary contact for existing and potential volunteers. Coordinates various aspects of Volunteer Program which include helping with recruiting and supervising volunteers, as well as providing direction, coordination, and motivation for all volunteer functions at the shelter and at events. Two to ten hours weekly are usually required to fulfill these duties but responsibilities during events can be more intensive. This is a non-compensated voluntary position.

Responsibilities

- Liaise with managers to assess organizational volunteer needs and match volunteers with opportunities that suit their skills and interests to serve the organization
- Assist in recruiting, screening, interviewing, training, managing, and liaising with volunteers
- Create volunteer program materials (orientations, trainings, newsletters, etc.)
- Assist in development and maintenance of the Volunteer Database
- Manage the volunteer email address
- Organize and host volunteer orientations and trainings
- Ensure volunteers are supported, motivated, and receive feedback and acknowledgement
- Help organize formal and informal volunteer appreciation efforts (awards, celebrations, etc.)
- Track and assess volunteer statistics
- Work with managers to manage volunteer program resources
- Coordinate and supervise volunteers at events

Requirements

- Professional and positive nature
- Knowledge of shelter programs (or willingness to learn)
- Good with people and ability to deal with excited and upset people
- Ability and comfortable in speaking with volunteers diverse in age and culture
- Be highly motivated and well organized
- Able to work independently and in a team
- Animal handling care and knowledge required (or an interest in learning)
- Previous experience volunteering and managing is a plus, but not required

Commitment

- Approximately 10-30 hours per month
- Most volunteers come on weekends and during afternoon hours
- Access to a computer and internet
- Emails can be answered from home, but it is necessary to come to the shelter regularly to interact with other volunteers

To apply, email carrers@spcawindhoek.org.na. The application period is open until the position is filled.