

DOGPAW
Board Member–Director of Volunteer Coordination
Job Description

Role Summary:

Plan, provide, and coordinate the volunteer staff needed to support the organizations' events.

Typical time (mix of online and in-person) for this position is between 5-10 hours per week during busy season March – October, rest of year less.

Preferred Knowledge and/or Experience:

- Management/people skills
- Computer knowledge including use of excel, word, pdfs, creating reports, etc.
- Email using Gmail or Outlook

Specific tasks of the Director of Volunteer Coordination:

- Actively engage and recruit volunteers to participate in DOGPAW events.
- Manage the volunteer database. Make sure it is being used properly and effectively.
- Communicate with volunteers regarding needs for projects and events.
- Staff fundraising and work events; supervise volunteers at the events. Note: Some labor is required setting up/taking down tables, chairs, signage.
- Work with the Directors of IT and Communications to create social media postings for calendars and events.
- Remain aware of the activities that are planned and make yourself available as much as possible to participate, and assist in DOGPAW's volunteer engagement programs, public events, including fundraising efforts.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share your skills and expertise.
- Respect and support the majority decisions of the Board.
- As much as possible, participate actively in Board meetings,
- Represent all whom this organization serves, not a particular park, geographic area, or interest group.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.

General Board of Director Rules:

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.