

DOGPAW  
**Board Member – Director, Volunteer Coordination**  
Job Description

**Role Summary:**

Direct the Volunteer coordination function of the organization. Coordinate and meet with Directors of Fundraising and Operations to provide the volunteer staff they need to execute their functions.

**Dedicate at least 5-10 hours per week to your DOGPAW role.**

**Specific tasks of the Director, Volunteer Coordination**

- Recruit & train volunteers
- Manage Volunteer database in Volgistics. Make sure it is being used properly and effectively.
- Communicate with volunteers
- Staff DOGPAW fundraising, park maintenance and volunteer recruiting events
- Support & recognize volunteers
- Work with Directors of Fundraising and Operations to coordinate staffing, arrange training, and get feedback on who worked out and who needs additional direction or should not be utilized going forward.
- Coordinate workplace volunteer work days with the Director of Operations. Handle communications with the employer.
- Coordinate corrections Department community service hours. Track in Volgistics and sign off on Corrections Department paperwork.

**General Board of Director Expectations:**

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in 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.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, include fundraising efforts
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings •  
Represent all those whom this organization serves and not a particular park, geographic area or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

**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.