

# PILOT for Pets



Position	<b><a href="#">Volunteer Coordinator</a></b>
Primary Objective	The PILOT volunteer coordinator is the first point of contact for new PILOT volunteers. This volunteer recruits and orients new PILOT volunteers and assures that their skill sets match PILOT's needs
Weekly Time Commitment	3-5 hours
More Details	Shift is flexible. Will need to be available some evenings or weekends to orient new volunteers.
Responsibilities	<ul style="list-style-type: none"> <li>• Contacts prospective volunteers within one week of their online application to talk with them about PILOT and their volunteer interests</li> <li>• Assures that volunteers' skill sets match the program's needs</li> <li>• Conducts a general orientation with all new volunteers</li> <li>• Educates volunteers about the PILOT program, volunteer expectations and policies</li> <li>• Assures that all volunteer paperwork is completed and returned</li> <li>• Maintains hard copies of volunteer files and maintains volunteer information on PILOT database</li> <li>• Maintains knowledge about all current volunteer policies</li> <li>• Requests monthly volunteer activity reports from the web administrator and follows up with any inactive volunteers</li> <li>• Actively recruits new volunteers and maintains the volunteer recruitment protocol/plan</li> <li>• Report to the case manager</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>✓ Excellent communication, organization, and interpersonal skills</li> <li>✓ Experience managing volunteers a plus</li> <li>✓ General knowledge about MA animal welfare community</li> <li>✓ Ability to handle confidential information in a professional and responsible manner</li> <li>✓ An excitement about PILOT and a willingness to sell the program to prospective volunteers</li> <li>✓ Regular access to Internet, phone, and email</li> <li>✓ Ability to print documents and a commitment of space in your home to store volunteer files</li> <li>✓ All volunteers are expected to act in a professional manner when representing PILOT and when dealing with volunteers, animal control or shelter and rescue organizations, in order to benefit the animals to the greatest degree</li> </ul>
Training Requirements	<p><b>All volunteers</b> are required to:</p> <ul style="list-style-type: none"> <li>✓ Read the volunteer handbook in its entirety</li> <li>✓ Review the volunteer orientation slideshow</li> <li>✓ Refer any questions to the case manager or the volunteer coordinator</li> </ul> <p>In addition, the <b>volunteer coordinator</b> is required to:</p> <ul style="list-style-type: none"> <li>✓ Work closely with the case manager to become familiar with the day-to-day responsibilities of the volunteer coordinator</li> <li>✓ Complete training on the PILOT database</li> <li>✓ Know in detail all other volunteer positions and duties; be able to clearly define and explain these to new volunteers</li> </ul>
<b>Apply Now!</b>	<b><a href="#">Click here to apply for this position.</a></b>