



**Job Title:** Assistant Volunteer Coordinator

<b>Position Type:</b> Volunteer	<b>Compensation:</b> Unpaid Position	<b>No. of Positions:</b> 1	<b>Commitment:</b> Minimum 1 year	<b>Location:</b> Durham Region
------------------------------------	---	-------------------------------	--------------------------------------	-----------------------------------

The Animal Guardian Society volunteers are the most valued assets of our charity. They are essential participants with a shared responsibility in fulfilling our mission. Every volunteer is responsible for adhering to practices that are in accordance with applicable laws and to a code of ethics that reflect the highest standards of individual behaviour. Our organizational structure encourages volunteer involvement, open communication, teamwork and cooperation.

**Our Mission:** *It is our mission to provide rehoming and medical care to displaced companion animals and to support the community in the areas of humane education, behaviour counselling, the promotion of responsible pet ownership and meeting the needs of animals.*

**Job Description:**

This role is responsible for providing support to the Volunteer coordinator. The time commitment for this position is approximately 1 hour per day but can vary week by week. The successful candidate needs to have access to a vehicle or some other means of transportation that would allow them to commute to interview locations.

**Responsibilities:**

- Assist the Volunteer Coordinator with reviewing submitted volunteer applications and resumes to determine if applicant meets criteria for applied position
- Works closely with other area Coordinators to help determine applicant eligibility where applicable
- Responsible for assisting with the scheduling and facilitation of applicant interviews
- Responsible for maintaining and creating new job postings with assistance from TAGS Executive board
- Assist Volunteer Coordinator with milestone check-points with volunteers (1 week after hired, 30 days, 6 months, 1 year)
- Assist with the Coordination of the annual volunteer engagement event
- Assist Volunteer Coordinator with scheduling and facilitating applicant exit interviews
- Responsible for onboarding activities and ensuring all volunteers complete and submit required paperwork (signed waiver, CRC, Oath of Confidentiality, etc. and add new volunteer to any necessary systems/groups)
- Works closely with Social Media Coordinator to advertise TAGS vacancies
- Responsible for tracking volunteer status (active/inactive, role, etc.), hours, org chart and maintaining contact list
- Responsible for ensuring volunteers who have resigned from the organization are removed from all systems and private groups where security access was permitted
- Develop and maintain "How To" documents when required
- Responsible for scheduling and ensuring all volunteer training compliance

**Qualifications:**

- Strong communication skills with a proven team building competence required
- Excellent organization and time management skills



- Excellent interpersonal skills, along with problem solving and negotiating
- Effective facilitation and interviewing skills
- Available evenings and weekends
- Flexible and adaptable to change
- Leadership skills is a must
- Supports the overall goals of the organization
- Proficient in Microsoft Word, Excel and email is mandatory

If this position interests you, please complete a [volunteer application form](#) and forward your resume to [tagsexecutive@yahoo.ca](mailto:tagsexecutive@yahoo.ca). We appreciate your interest in volunteering with us, however, only those applicants selected for interviews will be contacted.