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www.carolinaboxerrescue.org
7427 Matthews Mint Hill Rd.
STE 105-167
Mint Hill, NC 28227

Volunteer Coordinator

Schedule & time commitment: 5-10 hours a week

Location of work: Remote

Reports to: Director of Fundraising & Events

Position Summary: Carolina Boxer Rescue (CBR) is seeking a dedicated Volunteer Coordinator to oversee our passionate team of volunteers and ensure that our programs continue to thrive. This key role is responsible for recruiting, training, and retaining dependable volunteers while fostering a positive and engaging volunteer experience. The ideal candidate will be a seasoned CBR volunteer with a deep understanding of our mission, values, and operations.

Core Responsibilities:

Volunteer Recruitment, Training, and Management

- Develop and implement a structured training and orientation program for all volunteers.
- Provide clear direction to volunteers and delegate tasks appropriately.
- Motivate, evaluate, and recognize volunteers to foster positive experiences and maximize retention.
- Organize formal and informal volunteer appreciation efforts, including awards and celebrations.
- Facilitate volunteer team meetings to address challenges, share updates, and gather feedback.
- Posting open roles in the rescue on the Facebook Group and Google Group.

Program Administration

- Maintain an up-to-date volunteer database.
- Regularly provide reports and data to assess and improve the effectiveness of the volunteer program.
- Identify and match volunteers with roles within the rescue that align with their skills and interests, as well as coordinate their participation in events and special projects.

- Develop and update volunteer policy and procedure materials.

Qualifications:

- Must be a seasoned CBR volunteer with a strong understanding of the organization's mission and operations.
- Excellent customer service and interpersonal skills with the ability to inspire and motivate volunteers.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities.
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently and collaboratively as part of a team.