



Volunteer Coordinator

Accepting resumes until January 31, 2020



The Volunteer Coordinator plays an extensive role in recruitment, engagement and retention of volunteers while actively assessing needs of organization. Works to generate appropriate volunteering opportunities and role descriptions based on changing needs. Promotes volunteering opportunities through recruitment initiatives and events to attract new volunteers. Responsible for monitoring, supporting and motivating volunteers to ensure they enjoy, appreciate and understand their valued contributions to the efforts of the organization.

Part-time position - 20 hours per week in the facility with the exception of recruiting and offsite appointments/meetings.

Qualifications: Ideal candidate will have experience in personnel management or volunteer coordination for a non-profit. Must have excellent organization, time management, and team management skills. Possess a strong personal work ethic, positive attitude, superior public relations skills, and have a high level of integrity. Experience with the Better Impact system would be helpful, but training is provided.

Specific Responsibilities include, but are not limited to:

- Understanding of and dedication to fulfilling Appalachian Wild's mission.
- Organize, attend, and promote volunteer recruitment events.
- Arrange and conduct volunteer orientations and training sessions.
- Actively assess and fill volunteer needs.
- Ensure that the volunteer base remains well staffed.
- Maintain active communication between staff members, volunteers, and the community.

Submit resume with cover letter to:

Kimberly Brewster

kimberly@appalachianwild.org



Appalachian Wildlife Refuge is a nonprofit that coordinates the needs of wildlife rehabilitation in Western North Carolina providing care for injured and orphaned wildlife, support for the wildlife rehabilitation network and conservation education to the community.

Appalachian Wildlife Refuge ♦ P.O. Box 1211 ♦ Skyland, NC 28776
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