JOB ANNOUNCEMENT/EMPLOYEE JOB DESCRIPTION

JOB TITLE: Director of Programs and Volunteers

DEPARTMENT: Management

ACCOUNTABILITY: Chief Executive Officer

FUNCTION: Under the general supervision of the CEO, the employee in this classification has responsibility for supervising, maintaining and coordinating community outreach activities, volunteer and center programs.

SALARY: DOE + Benefits

Interested applicants should complete a Placer SPCA employment application found on our website, www.placerspca.org, and submit a cover letter and resume to ceo@placerspca.org.

DUTIES & RESPONSIBILITIES:

1. Manage all aspects of the volunteer and other identified center programs including:
   a) Recruitment and retention of volunteers.*
   b) Ensuring appropriate training for all volunteers.*
   c) Providing performance feedback and guidance to volunteers.*
   d) Scheduling volunteers for the center & community events and activities both on-site and off-site.*
   e) Acting as a liaison between volunteers and staff.*
   f) Ensuring center policies, guidelines and general information is communicated to volunteers in an accurate and timely fashion.*
   g) Implementing meaningful volunteer recognition programs, including annual volunteer appreciation event.*
   h) Overseeing the Thrift Store staff and operations.*
   i) Supporting the Thrift Store and the Auburn Adoption Center as needed with volunteer program activities.
   j) Supervising the SNAP/Humane Education Program Coordinator position.*
2. Assist with supervising, managing, organizing and maintaining community outreach programs that may include:
   a) Special Events*
   b) Service Club presentations
   c) Rabies and Microchipping Clinics*
   d) SNAP Program*
   e) Humane Education*
   f) Center Tours*

3. Assist the CEO with identifying agency needs in order to create and implement other community outreach programs.

4. Keep the CEO informed of volunteer activities.

5. Assist the Development Department with coordinating PSPCA special events and Development volunteers.*

6. Assist the CEO with identifying and coordinating media opportunities related to the volunteer department and community outreach programs.

7. Develop, design, write, and distribute the volunteer newsletter and other educational materials, flyers, and brochures with assistance from other departments.*

8. Maintain appropriate supplies and equipment necessary for programs.*

9. Assist in tours, lectures, public education programs, special events and fundraising activities as needed.

10. Maintain accurate and updated program information including records pertaining to volunteers, volunteer activities, events and budgetary information specific to the volunteer department and community outreach activities. Provide monthly reports to the CEO on community outreach and volunteer activities.*

11. Provide on call support to respond to shelter emergencies on an as needed basis.*

12. Provide training to staff when appropriate.

13. Provide administrative and technical support to the CEO.

14. Keep volunteer areas in a clean, organized and orderly fashion.

15. Develop and implement the Volunteer Department portion of the strategic plan and identify annual budget needs to be approved by the CEO.*

16. This job description is not intended to be all-inclusive and the employee will perform other reasonable related business duties that may be requested by management staff that will improve the service of the Placer S.P.C.A.

* = Essential Job Function

JOB QUALIFICATIONS:

1. High school graduate or GED equivalent
2. Two years college work preferred.
3. At least 1-3 years previous experience in managing a volunteer program in which the coordination and supervision of individuals performing a variety of tasks was the principal duty.
4. Excellent communications, public relations, supervisory and written skills.
5. Shows maturity, good judgement and performs in a professional manner.
6. Accumulated knowledge of, and compassion for domestic animals and wildlife.
7. Experienced in working with governmental agencies, community groups, volunteers and animal welfare organizations.
8. Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
9. Ability to plan and implement projects with little supervision and must be able to work independently.
10. Ability to operate a personal computer, copy machine, facsimile, and answer telephones in the prescribed manner. Knowledge of Word, Excel, Access, and PowerPoint software applications.
11. Valid California driver’s license and a good driving history.
12. Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.
13. Ability to work well with the public, staff, volunteers and Placer SPCA Board of Directors.
14. Ability to lift 50 pounds.

WORKING CONDITIONS:

1. 40-hour work week, including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the Shelter.
2. Compliance with current PSPCA Employee Policy Manual.
3. Frequent contact with the public in fast-paced and changing work environment, which at times may be stressful or emotionally charged.
4. Occasional exposure to dead, sick, injured, unruly or vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
5. Willingness to attend training programs to upgrade skills as needed.

The Placer SPCA is an Equal Opportunity Employer.

THE PSCPA RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

DATE:__________________________________    __________________________________   Employee Acknowledgement