



## Volunteer Coordinator

### **About Fearless Kitty Rescue:**

Fearless Kitty Rescue is a smaller, 501(c)3 nonprofit, no-kill cat rescue housed in Fountain Hills, Arizona. Since its inception in 2012, Fearless Kitty has rescued over 3,200 cats from across the valley, nearby counties, and even from other states and disaster areas (such as Hurricane Harvey). Through the hard work of a few staff and a lot of volunteers (over 100!), 380+ cats are saved each year and given a safe, loving place to live while they wait for their new families. Fearless Kitty is a professional, rewarding, and friendly place to work.

### **Position:**

The Volunteer Coordinator will be responsible for managing all aspects of Fearless Kitty Rescue's volunteer program, including recruitment, training, and retention. This individual will report to the Executive Director.

### **Qualities:**

- High level of professionalism
- Organized and detail-oriented
- Passionate about volunteer work and cats
- Friendly, outgoing personality
- Flexible mindset
- Team player

### **Volunteer Coordination:**

- Recruit and match volunteers to opportunities that suit their skill sets and ensure they understand their responsibilities.
- Plan, organize, and facilitate all volunteer orientations.
- Train volunteers for various roles within the rescue.
- Work with groups who are interested in one-off volunteer opportunities.
- Manage volunteer database (Volgistics) ensuring volunteer information is accurate and up-to-date.
- Keep new and existing volunteers informed about the organization and upcoming volunteer opportunities.



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- Oversee scheduling and training to maintain adequate volunteer levels. Take the lead in calling substitutes when necessary.
- Develop and implement volunteer program materials as needed.
- Plan and implement volunteer retention and recognition activities.
- Co-plan the annual Volunteer Appreciation Gathering in March and the 'Stroll in the Glow' open house in December.

### Preferred Experience:

- 2+ years in volunteer recruitment, training, and retention.
- Familiarity with Microsoft Office products.
- Bonus: Experience with Volgistics, PetPoint, Canva, Constant Contact

### Additional Requirements:

- Must have a valid Arizona driver's license.
- Must be able to work a flexible schedule.

### Work Schedule:

- Part-time – 20 hours per week
- Flexible days/times, including some weekends

**Benefits/Perks:** 20 hours PTO, 3 Paid Holidays, 403(b), up to 5 hours of paid quarterly professional development, up to 5 days of unpaid time-off with Executive Director approval, monthly staff lunches, and waived adoption fees.

**To Apply:** Please send a resume and references to: [director@fearlesskittyrescue.org](mailto:director@fearlesskittyrescue.org)