

Serving Monroe County since 1956, the Monroe County Humane Association (MCHA) is a 501c3 charitable organization dedicated to promoting the welfare of companion animals, strengthening the human-animal bond, and providing access to veterinary care and humane education across the community.

About the Position: Volunteer Coordinator

Part-time, non-exempt (\$20 per hour)

Position Summary:

The Part-Time Volunteer Coordinator is responsible for recruiting, training, and managing volunteers across various Monroe County Humane Association, including but not limited to office work, special events, vet clinic, gardening/trails, food pantry, mobile clinics, and crisis housing (onsite volunteers and fosters).

Essential Position Duties & Responsibilities

1) Volunteer Recruitment and Training

- a. Design and implement a volunteer recruitment strategy, both online and offline.
- b. Conduct orientation sessions and on-the-job training for new volunteers.
- c. Create a skills database to match volunteers with suitable roles.

2) Volunteer Management

- a. Schedule volunteers based on organizational needs.
- b. Maintain and update volunteer records, including hours worked and areas of expertise.
- c. Foster a positive volunteer culture through regular communication and engagement activities.

3) Crisis Housing Animal Foster Group Coordination

- a. Create and oversee a structured animal foster program to assist the crisis housing center.
- b. Recruit, screen, and train foster volunteers.
- c. Coordinate the placement of animals in foster homes during emergencies or as needed.

4) Organizational and Program Support

- a. Coordinate with various departments to assess their volunteer needs.
- b. Areas include office work, special events, vet clinic, gardening/trails, food pantry, mobile clinic, and crisis housing (this includes fosters).
- c. Evaluate volunteer performance and provide constructive feedback.

5) Administrative Tasks

- a. Develop and manage a volunteer handbook.
- b. Keep records of volunteer skill sets, schedules, and availability.
- c. Prepare reports on volunteer activities for internal and external stakeholders.

Qualifications:

- Previous experience in volunteer coordination, preferably in a non-profit setting.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.

- Basic computer skills, including proficiency in MS Office Suite.
- A genuine love for animals and a strong commitment to community service.

To Apply:

Interested individuals should email a cover letter addressing experience with the above job requirements, resume, and three professional references to Executive Director Andrew Krebs at akrebs@monroehumane.org or by mail, PO Box 1334, Bloomington, IN 47402

Position is open until filled.