

MONROE COUNTY HUMANE ASSOCIATION

CLINIC • EDUCATION • OUTREACH

Events & Volunteer Coordinator

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

About the Position: Up to 30 Hours Per Week, Future Potential for 40 Hours Per Week, Onsite at 791 South Fieldstone Blvd, 47403

Position Summary:

The Events and Volunteer Coordinator leads MCHA's volunteer program and coordinates key events that support the organization's mission, fundraising goals, and community engagement efforts

This position is responsible for planning and executing MCHA's two largest annual fundraisers, organizing occasional pop-up events, and recruiting, onboarding, scheduling, and supporting volunteers across programs and events. Volunteer areas may include office operations, special events, the nonprofit veterinary clinic, gardening and trails, the Pet Food Pantry, mobile clinics, and Crisis Housing, including onsite volunteers and foster caregivers.

The Events and Volunteer Coordinator works closely with the Executive Director, staff, volunteers, vendors, and community partners to ensure events are well organized, volunteers are prepared, and MCHA's programs have the support needed to operate effectively.

Essential Position Duties & Responsibilities

1) Event Planning and Coordination

- a. Plan and execute MCHA's two largest annual fundraisers, including logistics, budgets, timelines, vendor coordination, sponsorship support, volunteer needs, and day-of event execution.
- b. Develop and manage comprehensive event timelines to ensure tasks are completed on schedule.
- c. Coordinate event vendors, venues, supplies, signage, permits, rentals, and other event needs.
- d. Organize occasional pop-up events that align with and promote MCHA's mission, programs, and community presence.
- e. Work with staff and committee members to support event promotion, guest experience, auction needs, donor recognition, and event follow-up.
- f. Conduct post-event evaluations and report on outcomes, including attendance, revenue, expenses, volunteer participation, and recommendations for improvement.

2) Volunteer Recruitment and Training

- a. Design and implement a volunteer recruitment strategy, both online and offline.
- b. Maintain a pipeline of volunteer prospects to support events, programs, and organizational needs.
- c. Conduct volunteer orientations and provide on-the-job training for new volunteers.
- d. Create and maintain systems to match volunteers with roles that suit their skills, interests, availability, and experience.
- e. Build relationships with community partners to support volunteer recruitment and event success.

3) Volunteer Management

- a. Recruit, train, schedule, and manage volunteers for events and ongoing programs.
- b. Ensure volunteer roles are filled and volunteers are prepared for their assignments.
- c. Maintain and update volunteer records, including hours worked, availability, interests, skills, and areas of service.
- d. Monitor volunteer engagement and provide ongoing support, communication, and feedback to support retention.
- e. Foster a positive volunteer culture through regular communication, appreciation, and engagement activities.
- f. Track volunteer program metrics and ensure volunteer support aligns with organizational needs.

4) Organizational and Program Support

- a. Support volunteer involvement in office work, special events, the veterinary clinic, gardening and trails, the pet food pantry, mobile clinics, Crisis Housing, etc.
- b. Evaluate volunteer performance and provide constructive feedback when needed.
- c. Develop and manage a volunteer handbook and supporting training materials.
- d. Prepare reports on volunteer activities, volunteer hours, event outcomes, and related metrics for internal and external stakeholders.

5) Other Tasks

- a. Assume a forward-thinking and responsible role in spearheading any additional volunteer initiatives as identified and delegated by the Executive Director, ensuring these projects align with organizational goals and are executed to the highest standard.

Qualifications:

- Experience in event planning and volunteer management, preferably in a nonprofit setting.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks, deadlines, timelines, and priorities.
- Excellent verbal and written communication skills.
- Ability to recruit, train, motivate, and support volunteers.
- Proven ability to track information, follow processes, maintain records, and report outcomes.
- Strong computer skills, including proficiency in Microsoft Office, Google Workspace, or similar tools.
- Ability to work some evenings and weekends for events, volunteer activities, and community outreach.
- Passion for MCHA's mission and the ability to inspire others to contribute.

Equal Opportunity Employer: MCHA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The information in this position description indicates the general nature and level of work to be performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this job. Management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, change in personnel, workload, or technical development)

All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

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