Role: Volunteer & Intern Resource Coordinator  Reports to: Operations Director

Exempt status: FT – Non-exempt

Position Overview:
This position is responsible for recruitment, on-boarding, and administrative/logistical support for the Animal Care Internship Program and the Volunteer Program. Required schedule is Tuesday-Saturday on-site in Sandstone, MN.

Key Responsibilities:
- Recruitment, scheduling, and communications: includes targeted posting of open internship and volunteer positions, as well as growing both programs to suit our business needs by developing new partnerships such as Pine County Tech, local veterinary professionals, etc. in an effort to identify the best candidates for:
  - Animal Care Internship: sessions start every three months
  - Volunteer Program: season runs May thru October with some year-round participants
  - AmeriCorps NCCC: Winter applications for summer service opportunities
- On-boarding and compliance: includes orientation, safety training, on-boarding & off-boarding check lists, etc. for volunteers, interns, and AmeriCorps NCCC teams.
- Administrative support: includes maintenance and revision of all volunteer and intern job descriptions, rules, and manuals, management of the Intern education schedule, management of the volunteer schedule, managing AmeriCorps NCCC application process and housing, management of any related budgets, etc.

Animal Care Internship Program (50%)
- Manage many aspects of the Animal Care Internship program, including but not limited to rolling recruitment, on-boarding, orientation, safety training, and education schedule.
- Create and maintain individual intern files, liability forms, and Emergency Contact cards.
- Ensure interns are progressing through their programs with all necessary training being completed.
- Schedule and manage the classroom education portion of the Internship Program.
- Maintain and update Handbook, safety presentations, on-boarding & off-boarding check lists, etc.
- Manage training of crew day volunteer leadership responsibilities as well as tour rules.

Volunteer Program (50%)
- Manage many aspects of volunteer program, including but not limited to recruitment, orientation, safety training, acknowledgement, scheduling, and communication.
- Create and maintain individual volunteer database, liability forms, and Emergency Contact cards.
- Maintain and update Handbook, safety presentations, on-boarding & off-boarding check lists, etc.
- Recruit, schedule and manage Garden Team and any specialized volunteers.
- Recruit and schedule Crew Day organizers, Hospital Team, and Donor Service Team.
- Manage AmeriCorps National Community Civilian Corps application process, housing, and on-boarding.
- Expand volunteer participation as dictated by the business plan and identifying areas of opportunity and new audiences.
- Implement community outreach as appropriate, including outreach booths, classroom presentations, or...
They will never know freedom. Can they at least know compassion?

Qualifications and Experience:
- 2-3 years of experience successfully recruiting, training, managing, and supporting groups of people to address the needs of an organization. Experience with volunteers and/or interns is preferred.
- Bachelor’s Degree conducive with supporting the responsibilities of this position, or equivalent work experience.
- Self-starter, initiating activities within the framework provided with minimal supervision.
- Proven experience working with the public, including developing and maintaining excellent relationships to support goals/mission.
- Budgeting experience is helpful, but not required.
- Proficient in MS Office products, Google tools, Drop Box, and office equipment like copy machines.

Additional Expectations and Culture Fit
- Adhere to Sanctuary policies, procedures, and protocols.
- Foster an open and inclusive work environment by modeling TWS behaviors and values, consistent with the vision, mission and strategic anchors of the organization.
- Professional respect, empathy and kindness toward coworkers, managers, and subordinates, as well as donors and volunteers.
- Friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.
- Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule and commitment.
- Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.
- Must be able to handle the physical and emotional aspect of work in a sanctuary and have high level of resiliency.
- Critical thinker who can offer recommendations and creative solutions.
- Willingness to do what is needed in the moment to benefit the animals and organization. (Regardless if this falls under job description)
- Must be results-oriented, self-reflective and take responsibility for actions.
- Attention to detail as it pertains to animal wellness and safety. Always going above and beyond for the animals.
- Valid driver’s license and reliable transportation to our rural location in all four seasons is required.
- Willingness to accommodate TWS dogs and domestic cats in the workplace.

Compensation and Benefits:
- Compensation: approximately $20/hour depending on qualifications
- 401(k)
- Health Insurance
- Vacation/Sick Time
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How to apply:
Email résumé and cover letter to outreach@wildcatsanctuary.org