



CITY OF SEATTLE

Volunteer and Foster Care Coordinator

SALARY:	\$28.74 - \$33.45 Hourly
LOCATION:	Seattle Animal Shelter, 15th Avenue West, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Finance and Administrative Services
BARGAINING UNIT:	PTE, Local 17-Technical Unit
CLOSING DATE	06/18/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Animal Shelter is seeking qualified applicants to fill a Volunteer and Foster Program Coordinator position. This position will provide general oversight of the Seattle Animal Shelter Volunteer and Foster Program that has 900 active volunteers including both on-site volunteers and off-site foster parent volunteers.

JOB RESPONSIBILITIES:

- Develop and implement volunteer program work plans, goals, and objectives.
- Maintain the volunteer database using the Volgistics program.
- Work directly with shelter staff to determine volunteer roles and responsibilities.
- Develop, coordinate, schedule and lead volunteer training sessions; develop training manuals and related training materials.
- Manage volunteer recruitment, staffing, expectations and separations.
- Directly supervise a team of volunteer leaders that provide program development and oversight to the volunteer and foster teams.
- Evaluates volunteer programs and conducts needs assessment.
- Compiles data, prepares reports and recommends changes to improve volunteer program.
- Partners closely with the Animal Care unit to ensure staff support for the volunteer and foster care program and volunteer support for staff roles and direction.
- Works on volunteer engagement goals such volunteer appreciation and consistent volunteer communication.
- Coordinate volunteers for outreach and events with the community, local rescues and businesses to

increase support for organizational goals.

QUALIFICATIONS:

Required Qualifications:

Two (2) years of experience in personnel, social service or recreation program including six (6) months coordinating a volunteer program. Comparable education, training and/or experience may be considered to meet the requirement to perform the work of the class.

Knowledge & Skills:

- Must be able to work with and around animals.
- Excellent written and verbal communication skills.
- Proven ability to exercise good judgment and problem solve.

Other Requirements:

- A valid Washington State driver's license or evidence of equivalent mobility.
- Ability to lift 50 pounds.

Desired Qualifications:

- Prior experience working or volunteering at an animal shelter or animal rescue is highly desired.
- Certification or formal training in volunteer management.
- Prior experience conducting community outreach.
- Experience with Volgistics, Petpoint or Greater Giving.

ADDITIONAL INFORMATION:

[Seattle Animal Shelter](#) is committed to saving the lives of animals through adoption, foster care, spay and neuter programs, law enforcement and community outreach.

A background check and pre-placement physical may be required for finalists.

<http://www.seattle.gov/jobs>
VOLUNTEER AND FOSTER CARE COORDINATOR
RS

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00914

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Volunteer and Foster Care Coordinator Supplemental Questionnaire

* 1. Which best describes your experience managing a volunteer program, including developing volunteer policies?

- No experience
- Less than 1 year of experience
- At least 1 year of experience but less than 3 years
- 3+ years

* 2. Please describe your experience relating to the previous question.

* 3. Do you have experience working in an animal shelter or similar environment?

- Yes
- No

4. If you answered "Yes" to the previous question, please describe your experience.

* 5. Do you have experience conducting community fundraising and/or outreach?

- Yes
- No

6. If you answered "yes" to the previous question, please describe your experience.

* 7. Do you have experience with any of the following? Please check all that apply.

- Volgistics
- PetPoint
- Greater Giving

* Required Question