



Canine Assisted Therapy - Volunteer and Outreach Coordinator

Full Time: Exempt Position

Location: 1040 NE 45 Street, Oakland Park, FL 33334

Reporting to the Executive Director, the Volunteer and Outreach Coordinator is responsible for all volunteer recruiting, management, orientation and outreach presentations, community events, stewardship activities, and record maintenance. Applicants must possess a love for and comfort with all types and sizes of dogs.

JOB RESPONSIBILITIES

Volunteer and Outreach

- Recruit, train, manage, and steward all volunteers
- Conduct Orientations and Evaluations for new therapy teams
- Coordinate Volunteer Continuing Education seminars and training classes
- Maintain and update databases and generate monthly reports
- Plan and execute annual volunteer appreciation event and volunteer socials
- Monitor inventory of supplies and maintain stock of required items
- Assist volunteers with scheduling and completing mentorships
- Coordinate therapy dog event requests, (college stress relief, grief camps, corporate activities)
- Ensure volunteers have received appropriate training and are being utilized and engaged effectively
- Provide great customer service as initial point of contact (handle all phone calls)
- Participate in community outreach activities

General Duties

- Assist in the execution and planning of organization fundraisers and events
- Respond to inquiries received through social media
- Provide telephonic support to callers interested in pet therapy and follow up accordingly
- Provide administrative support to Executive Director
- All other duties as assigned

Knowledge & Abilities

- Dog behavior knowledge and reading dog body language ability
- Microsoft Office proficiency
- Nonprofit experience preferred

- Ability to write and speak passionately and persuasively about mission
- Proficient with social media to advance organization's mission and presence
- Knowledge of Photoshop and graphic design is a plus
- Must possess poise, diplomacy and a professional appearance and demeanor

Required

- Valid Florida driver's license and proof of auto liability insurance (local travel required)
- Access to reliable transportation
- Level II Background Check
- Ability to work some nights and weekends

Benefits

- Casual work environment
- Dog friendly office
- 9 paid holidays
- 3 weeks paid time off

Interested candidates are asked to submit via email, a resume with a cover letter and salary requirement to: info@catdogs.org. No phone calls please.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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