



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:

Group Volunteer Coordinator – Part Time

Part Time | Tuesdays and Fridays

Scheduled shift times of 9:00am- 1:15pm

7.5 hours per week | \$17.28 per hour

Reporting to the Manager of Volunteer Resources & Engagement, the Calgary Humane Society (CHS) Group Volunteer Coordinator is responsible for providing leadership to CHS' corporate and community group volunteer base. The Group Volunteer Coordinator will be responsible for the recruitment, screening, selection, training, engagement and the growth of the Corporate Group Volunteer Program.

The successful candidate will possess exceptional interpersonal skills, a passion for volunteer management, helping people, and the ability to motivate and inspire.

Duties:

- Responsible for every aspect of the volunteer management cycle including planning, role design, recruitment, retention, and recognition of volunteers for group volunteer days.
- Coordinate corporate group volunteer days for companies interested in learning and volunteering with Calgary Humane.
- Coordinate and facilitate Group Volunteer Days by giving tours, facilitating animal guests and a volunteer task.
- Provide onsite support to corporate group volunteers.
- Ensure all administrative requirements are met for all corporate group volunteers participating in a CHS program or activity, ensuring records are stored per privacy

standards.

- Contribute to the corporate group volunteer engagement strategy in collaboration with the Manager of Volunteer Resources and Engagement
- Work collaboratively with the Manager of Volunteer Resources and Engagement and the Fund Development team to support a philanthropic culture within the corporate group volunteer program.
- Provide follow-up messaging and thank you messages to corporate groups post participation.
- Foster strong working relations between staff and volunteers and demonstrate a culture that values volunteer contributions, teamwork, collaboration, and innovation.
- Ensure volunteers are informed of all role-specific information (i.e. process updates, safety protocols, statutory holiday scheduling, event needs, etc.)
- Collaborate with fellow Volunteer Coordinators and the Foster Department on the planning and execution of monthly and annual awards, recognition, and annual Volunteer and Foster Parent events as part of CHS' volunteer engagement strategy
- Monitor volunteer hours and attendance.
- Support other departments when required, including Adoptions, Store, Reception, and Animal Care.
- Work with the Humane Education & Outreach department by participating in community outreach events.
- Lead and inspire other departments by promoting a culture of strong volunteer engagement.
- Other duties as assigned.

Position Requirements:

- High school diploma required
- Post-secondary education and/or previous work experience in Volunteer Administration/Management a strong asset
- Genuine concern for the welfare of animals
- Flexibility to work a changing schedule including days, evenings, weekends, and some statutory holidays
- Previous animal handling experience an asset
- Ability to motivate, inspire, and provide leadership, guidance, and feedback to a diverse range of people
- Confident and comfortable with public speaking and providing presentations to large groups
- Intermediate skills in Microsoft Word, Excel, and PowerPoint with the ability to maintain records and produce clear written and verbal reports
- Strong time management and organizational skills and the ability to work well under pressure while balancing multiple priorities
- Strong interpersonal skills and conflict resolution skills in dealing with situations using a non-judgmental approach

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- Ability to manage information in a confidential manner and respond with sensitivity to the opinions of others
 - Demonstrate resiliency and ability to maintain professionalism in a fast-paced environment
 - Previous experience working with any volunteer management software is an asset.
 - Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles, and small critters

Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS

Benefits:

- Discounts on CHS products and services, including animal adoption fees
- Access to Employee and Family Assistance Program
- Professional growth opportunities

Closing date: Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an Interview will be contacted. No phone calls please.