

VOLUNTEER COORDINATOR



ANIMAL CAREER PROFILES

DESCRIPTION

Volunteer coordinators are in charge of recruiting and interacting with volunteers using leadership, communication and organizational skills. They get to know volunteers and their skills so they can match each volunteer with the work best suited for them.

Coordinators plan and provide training courses for these skills when needed. Along with actively searching for and recruiting new volunteers, the coordinator will need to maintain good relations with past volunteers and keep them updated on their organization's progress.

You may ask, how does this pertain to helping animals? Well, many animal-based organizations are non-profits, meaning they dedicate themselves to bettering a part of society or advocating for a cause. Much of their money comes from fundraising that goes towards furthering their mission. Therefore, volunteer work and coordination is crucial for many of these animal organizations to reach their goals and thrive.

EDUCATION

Educational requirements for a volunteer coordinator position may vary based on the employer. However, a bachelor's degree in human resource (HR) management or a related field would be extremely beneficial to most positions. HR management programs typically provide an overview of human resources principles and practices, business and technology training, and communication courses. These skills are crucial to a volunteer coordinator because their job revolves around communication and interaction with hundreds of volunteers.

If you are looking for a volunteer coordinator position focused on a particular cause, such as animal rights advocacy or sustainability, it may also be helpful to have a degree in the sciences or in conservation. Having previous work experience will also help you land a job as a volunteer coordinator for the non-profit of your dreams.

SKILLS & QUALIFICATIONS

Clear Communication - it is the responsibility of the coordinator to bridge the gap between the organization and the volunteer workers, meaning they must clearly communicate goals, tasks, expectations, etc.

Management Skills - coordinators are faced with a wide variety of volunteers, but they must be able to match each person with opportunities that suit their skills and serve the organization

Organized - it takes an extremely organized individual to keep track of volunteers and their various tasks

Goal Oriented - a volunteer coordinator must be driven and passionate about their organization's goals and missions in order to inspire the volunteers to work their hardest

TYPICAL
SALARY

**\$30K -
\$51K**