Volunteer Position Description  
Facilities Department

Title:  
Organization Coordinator

Major Objective:  
To support the volunteer experience by organizing workspace and monitoring inventory.

Responsibilities:  
1. Submit a weekly inventory of volunteer and habitat care supply needs to Operations Manager.  
2. Maintain and organize volunteer workspace to include the volunteer container, volunteer tent areas, and tool shed.  
3. Regularly checks and responds to all incoming emails, calls, texts, and Slack messages within 72 hours (except during time off or extenuating circumstances). Urgent matters are addressed immediately, generally within 24 hours.

Qualifications:  
- 18 years of age or older  
- Minimum high school education or equivalent (e.g., GED)  
- Basic computer competency (e.g., Excel, Word, etc.)  
- Excellent communication, organization, and cleaning skills  
- Must be a team player  
- Experience managing inventory (preferred but not required)  
- Volunteer experience with Aloha Animal Sanctuary (preferred but not required)

Training:  
- General Volunteer Orientation  
- Animal Safety Training  
- Organization & Inventory Trainings

Time and Place:  
Virtual and on-site work at the Aloha Animal Sanctuary property. Primarily on-site with some virtual work. Flexible schedule, ensuring all role needs are met.

Commitment:  
- Overall time commitment: Minimum of 6 months  
- Required to stay at the Sanctuary for a minimum of 1 hour weekly shift in order to adequately maintain effective volunteer workspaces.
• All scheduling conflicts must be appropriately communicated with Operation Manager

**Supervision:**
Direct supervision by Operations Manager; indirect supervision by Director of Facilities, Sanctuary Directors, and Board of Directors.

**Benefits:**
1. Gain experience working with animals, maintaining inventory, and working within a team.
2. Create relationships with like-minded individuals through partnership in the sanctuary community.
3. Spending time with our furry and feathered residents.
4. Appreciation events and activities throughout the year.
5. Discount on Aloha Animal Sanctuary merchandise.