

Volunteer Position Description
Operations Department

Title:

Habitat Care Team Manager

Major Objective:

To efficiently and smoothly coordinate the habitat care team program, including active communication among the care team, coordinating habitat needs, re-assessment of volunteer needs, and improvement of program over time.

Responsibilities:

1. Active communication with volunteers on a regular basis including responding to active volunteer questions and concerns.
2. Weekly on-site visits to check each animal enclosure, ensuring that our residents' enclosures are a clean, safe, and sanitary environment.
3. Manages the Habitat Care Team by interviewing candidates, facilitating training sessions, updating team members in slack, and serving as the POC for the Habitat Care Team.
4. Works with team to resolve volunteer questions or concerns. If outside help is needed, seeks assistance from team members to ensure all needs are met.
5. Attend monthly leadership meetings and actively engage in discussion. At meetings, communicates status of the program and any issues or needs to be addressed.
6. 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.

Supervises:

- Habitat Care Team

Collaborates With:

- Volunteer Recruitment & Training Manager
- Volunteer Coordinator
- Director of Animal Care
- Sanctuary Directors and Leadership

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 skills
- Must be a team player
- Leadership experience (1-2 years preferred)
- Experience working with and leading volunteers and/or volunteer groups (1-2 years preferred)
- Volunteer experience with Aloha Animal Sanctuary (preferred)

Training:

- General Volunteer Orientation
- Animal Safety Training
- Shadow Training of Habitat Care Team Members

Time and Place:

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

Commitment:

- Overall time commitment: 5-8 hours per week
 - Approximately 6-8 hours of role work
 - 30-minute to 1-hour weekly meeting with Executive Director
 - 1-2 hour monthly leadership meeting on-site

Supervision:

Direct supervision by Executive Director; indirect supervision by Board Directors.

Benefits:

1. Develop skills such as volunteer management, leadership communication, collaboration, decision-making, and coaching.
2. Great opportunity to develop your resume.
3. Create relationships with like-minded individuals through partnership in the sanctuary community.
4. Spending time with our furry and feathered residents.
5. Appreciation events and activities throughout the year.
6. Discount on Aloha Animal Sanctuary merchandise.