Volunteer Position Description
Development Department

Title:
Merchandise Coordinator

Major Objective:
To coordinate the process of ordering, purchasing, and shipping merchandise that reflects the vision of the sanctuary.

Responsibilities:
1. Works with the Director of Development on design and ordering process
2. Works with artists on designs
3. Does correspondence with printers to fulfill order
4. Works with website manager to publish merchandise on site
5. Coordinates shipping of all merchandise

Supervises:
- Potentially an additional person who ships orders

Collaborates With:
- Artists
- Website manager
- 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
- An AAS volunteer of 3+ months
- Has a computer (a printer + ink will be provided if necessary) or ink cost will be reimbursed
- Ability to drop off merchandise at USPS or have them picked up from their home

Training:
- General Volunteer Orientation
- Animal Safety Training
- On-the-job training with current manager

Time and Place:
Virtual and on-site work at the Aloha Animal Sanctuary property. Primarily virtual work with some on-site work. The on-site work will mainly include picking up or dropping off merchandise. Flexible schedule, ensuring all role needs are met.

Commitment:

- Overall time commitment: 8-10 hours per week during the holiday season (midway through November to midway through December), 1-2 hours per week otherwise)
    - Approximately 6-8 hours of role work
    - 30-minute to 1-hour weekly meeting with Director of Development or Public Relations

Supervision:
Direct supervision by Director of Development; indirect supervision by Executive Director and Board Directors.

Benefits:

1. Develop skills such as communication and public relations.
2. Great opportunity to develop your resume.
3. Create relationships with like-minded individuals through partnership in the sanctuary community.
4. Appreciation events and activities throughout the year.
5. Discount on Aloha Animal Sanctuary merchandise.