Volunteer Position Description
Animal Care Department

Title:
Caretaker Volunteer Supervisor

Major Objective:
To support the Caretaker Volunteer Program by providing weekly updates, improving volunteer flow, and being the point of contact for animal care questions and concerns.

Responsibilities:
1. Provide ongoing support, management, and oversight to the Caretaker Volunteer Program.
2. Serve as the first-in-line point of contact for animal caretaker volunteers.
3. Maintain an organized schedule and actively foster a culture of strong communication and reliability for the wellbeing of the residents.
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. 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:
- Animal Caretaker Volunteers

Collaborates With:
- Director of Animal Care
- Volunteer Coordinator
- 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, writing, and organization skills
- Must be a team player
- Leadership experience (1-2 years preferred)
- Experience managing a recruitment program (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
- Animal Caretaker Trainings
- Animal Caretaker Trainer Trainings
- On-going trainings with Director of Animal Care

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

Commitment:
- Overall time commitment: 8-10 hours per month
  - Approximately 8 hours of role work monthly
  - 30-minute to 1-hour weekly meeting with Director of Animal Care

Supervision:
Direct supervision by Director of Animal Care; indirect supervision by Sanctuary and Board Directors.

Benefits:
1. Gain experience in animal care, leadership, and management.
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.