

# Cat Events Volunteer Lead Volunteer Position

### DESCRIPTION

Basic purpose of this role is to recruit, retain, and assist volunteers that want to be part of the Cat Events Team. The volunteer lead will help expand the volunteer base for the cat events team and will oversee volunteer retention initiatives.

### WORKING RELATIONSHIPS

The Cat Events Volunteer Lead reports to the Assistant Cat Program Manager.

The Cat Events Volunteer Lead will be required to maintain a positive relationship with APA staff, events hosts, and other volunteers (including other volunteer leads, mentors, fosters, etc.)

### DUTIES AND RESPONSIBILITIES

- Develop a large volunteer team to assist with Cat Program Events.
- Maintain a minimum number of volunteers that's really readily available to assist with events.
- Recruit and retain volunteers for the events team.
- Work closely with other team leads and program managers to implement new programs and grow the volunteer team
- Work with APA staff to assess volunteer needs and match volunteers with opportunities that suit their skills and interests
- Assist in training and managing volunteers for the cat events team
- Ensure that volunteers feel supported and motivated
- Assist in maintaining the APA volunteer database
- Assist in organizing volunteer appreciation events
- Provide feedback and recognition to the volunteer team
- Communicate with program managers to help solve problems

### REQUIRED QUALIFICATIONS

- Excellent people skills
- Strong written and verbal communications skills.
- Completed APA volunteer orientation
- Strong work ethic and desire to be part of a team
- Commitment to maintain positive communication with all APA staff and volunteers

### EXPECTATIONS

- Contribute to the success of Austin Pets Alive by leading a team through coordinating volunteers, resolving issues, communicating with staff and other team leads to get problems resolved and questions answered.
- Represent Austin Pets Alive! and lead in a polite, responsible, motivational and professional manner.
- Share and promote the culture, purpose, and objectives of APA! internally and publicly.
- Demonstrate respect and kindness towards our animals, staff, clients, donors, and other volunteers, treating each other with courtesy, sensitivity, tact, consideration, and humility.
- Value our role in ensuring the safety of each other, the animals, and the community.
- Recognize and congratulate the achievements of others.
- Endeavor to balance organizational and individual needs.

- Follow all procedures and protocols to the best of our ability at all times, promoting healthy and safe work practices during volunteer projects and training.
- Attend monthly leadership meetings as directed by leadership team, abiding by team agreements regarding attendance and participation.
- Attend Town Halls relating to your specific program.
- Be an active volunteer, using MyVolunteerPage to regularly record hours.
- Represent team concerns, challenges and wins by communicating leadership meeting items with team members. Always share feedback or concerns in a respectable manner.
- Strategically develop a list of team needs, including the number of members necessary, then proactively recruit and build a team to meet the needs of your program and organizational needs.
- Create a culture of civility within your team by refraining/discouraging gossip, negative speak about individuals or the organization, and general negative attitudes.
- Create and maintain a positive working relationship with reporting supervisor through communications and sharing all protocol, job description and training documents.
- Create and maintain a positive working relationship with other team leads, to ensure that all teams are working together for the good of Austin Pets Alive! and its animals
- Use APA! platforms and systems to manage team to centralize protocols and systems.
- Have written protocol on how to verify active team members, as well as how to recruit and train new members.
- Utilize good judgement and not publicly sharing confidential or sensitive information to those outside of leadership.
- The volunteer lead is expected to always portray APA in a positive way when speaking with other volunteers or members of the public.

### **TIME COMMITMENT**

Approximately 5-10 hours weekly.

*Please note, all volunteer positions are unpaid and do not qualify for employee benefits.*