

## **The Bow Valley SPCA is now recruiting for the role of Volunteer Coordinator**

This role is for someone passionate about animals and people. You will have the pleasure of welcoming new volunteers to the Bow Valley SPCA and guide them through the application process. For many, this is their first opportunity to volunteer.

By using a proven format, you will be able to easily guide new applicants through the steps of becoming an active volunteer within our community.

As the volunteer coordinator, you receive the electronic application, which is the first step in the new volunteer process. Your responsibility will be to update the volunteer profile while communicating with the new applicant via email, guiding them to obtain a Criminal Record Check (CRC) and scheduling a final in-person onboarding. At this meeting you will address the specific interests of a new volunteer, provide a broader overview of the BVSPCA's operations, and give a tour of the Centre. Most importantly, provide the blue & white volunteer T-shirt! Now our volunteer is part of the BVSPCA Team!

Continuing with the email communication, a message is sent recapping the in-person onboarding, and a final welcome is sent from Deborah Archibald, president of the board.

Using the Centre Calendar, the Volunteer Coordinator will communicate with the Centre Greeter Team to ensure shifts are filled during hours the BVSPCA is open to the public.

Additional expectations include providing monthly reporting for board meetings, tracking monthly fostering hours and managing the Open Paw Waitlist and Open Paw Certified walker list. You will work closely with the Event Coordinator, as special events are planned.

The approximate time commitment would be 4-6 hours a week.

Support and training will be provided.

Expressions of Interest should be sent to the President of the Board of Directors at: [deborah@bowvalleyspca.org](mailto:deborah@bowvalleyspca.org). No later than March 15th.