



## **Dog Volunteer Coordinator**

Are you a people person who loves dogs and enjoys helping others succeed? Join our Dog Team as a **Volunteer Coordinator!** You'll be the first point of contact for many of our shelter volunteers, helping them feel welcomed, supported, and confident in their roles. Working closely with the Dog Volunteer Manager and Volunteer Scheduler, you'll help create a positive, engaging, and well-organized experience for everyone who volunteers with our dogs.

**Reports to:** Dog Volunteer Manager

### **What You'll Do:**

#### **Coordinate & Communicate**

- Maintain clear, open communication with volunteers through email, chat, and in-person conversations.
- Help share key updates, reminders, and resources from the Dog Team leadership to all volunteers.
- Work closely with the Volunteer Scheduler to ensure all shifts are covered — proactively addressing last-minute changes, finding replacements, and keeping the team informed of schedule adjustments.
- Serve as a point of contact during the day for on-site schedule or coverage issues, ensuring smooth handoffs between shifts.

#### **Keep Things Running Smoothly**

- Monitor attendance and report recurring coverage or performance concerns to the Volunteer Manager.
- Support volunteer recognition initiatives and help foster a positive, collaborative team culture.
- Assist in gathering feedback from volunteers and identifying opportunities to improve communication, scheduling, and overall volunteer experience.

#### **Support & Engage Our Volunteers**

- Help orient new dog team volunteers, helping them understand their roles, responsibilities, and shelter procedures.
- Provide ongoing support to volunteers during their shifts, answering questions and helping resolve issues as they arise.
- Check in regularly with volunteers to ensure they feel confident, included, and valued in their work.

### **Time Commitment:**

Approximately **5–7 hours per week**, with flexibility to work remotely and some on-site presence at the shelter. Occasional evening or weekend check-ins may be needed.

### **Qualifications:**

To thrive in this role, you'll bring:

- Strong interpersonal and communication skills — you enjoy connecting with people.
- Empathy, patience, and a collaborative mindset.

- Strong organizational and follow-up abilities.
- A proactive, problem-solving approach to challenges.
- Comfort working both independently and as part of a close-knit team.
- A love for dogs and a commitment to EHS's mission.

**Assets:** Experience in volunteer coordination, team support, or animal sheltering is helpful but not required.

**Perks:** Flexible hours, a supportive team, and the joy of helping volunteers and dogs thrive together.

To apply contact: [dog.senior.manager@etobicokehumanesociety.com](mailto:dog.senior.manager@etobicokehumanesociety.com)