



AARCS
ALBERTA ANIMAL
RESCUE CREW SOCIETY

WANTED

Volunteer Supervisor

Full Time, Permanent Position

Looking for an enthusiastic and personable animal lover to facilitate positive experiences for volunteers and foster homes.

ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity located in Calgary, Alberta facilitating over 3500 animal adoptions each year. Our mission is *Changing Lives Through Kindness*. The volunteer team works closely with all other departments within AARCS to provide support and additional personnel to execute AARCS mission and vision. The department's aim is to ensure AARCS operates with the support of volunteers and foster homes.

ABOUT YOU: The Volunteer Supervisor is a special breed of animal lover. Having both a love of people and animals, you are naturally optimistic, positive, friendly, and approachable. You enjoy working with animals and their humans in a positive way for positive outcomes. You are confident, open minded and non-judgmental with an intuitive ability to see possibilities. Your strengths include above average conflict resolution skills, organizational and time management, and ability to be personable with a variety of personalities. **You love working with people.** Organization and attention to detail is important to you. You have exceptional teamwork skills and are able to work closely with others, including staff and a large base of volunteers and foster homes. Your lifestyle allows you to regularly and consistently maintain a flexible work schedule including some evenings and weekends.

POSITION REQUIREMENTS:

1. Minimum three years experience in Volunteer Management.
2. Ideal candidates would be certified or in the process of obtaining a Volunteer Administration (CVA) Certification.
3. Personable and able to develop a positive rapport with a variety of experiences and backgrounds.
4. Highly developed cooperation, collaboration, and problem-solving skills.
5. Self-motivated; has the ability to set priorities and manage workloads with minimal supervision while remaining accountable for reporting.
6. Exceptional organizational and time management skills.
7. Excellent oral and written communication skills.
8. Moderate level of office software proficiency in MS Word, Excel, Email, Google Docs and databases.
9. Experience in non-profits/health and safety is considered an asset.
10. Genuine interest in animal welfare.
11. Valid driver's license for on and off site work.

PRINCIPAL ACCOUNTABILITIES:

- Develop an in depth understanding of the volunteer needs of the organization by working with program coordinators and managers.
- Develop volunteer roles, select and place volunteers according to needs of the programs and suitability to the position.
- Develop and conduct volunteer orientation programs to prepare volunteers to effectively perform their duties in accordance with volunteer resources, policies and procedures.
- Evaluate the risks associated with each volunteer position and take appropriate action to reduce or eliminate the risks associated with the program or service.
- Participate in and assist with Occupational Health and Safety functions, as required.
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization.
- Develop and maintain appropriate volunteer forms and records.
- Ensure current volunteer position descriptions are kept up-to-date by reviewing on an annual basis.
- Ensure Better Impact (volunteer management system) is kept up to date by performing audits on a regular basis.
- Assist with resolving conflict and managing grievances with volunteers and foster homes in a timely manner.
- Oversee and assist as needed with interviewing and screening foster homes.
- Assist Stakeholder Relations Manager as needed.

Details:

40 hours per week, primarily Monday- Friday 8am-5pm or 9am-6pm

Start Date: Immediately

Hours: Flexible schedule to accommodate business needs, including some evenings and weekends.

Location: AARCS Safe Haven Shelter in Calgary

Apply Now: Qualified candidates should forward a cover letter speaking directly to the requirements list with an attached resume to Rachel Cote, Stakeholder Relations Manager. The position will remain open until a suitable candidate is found.

rachel@aarcs.ca

Alberta Animal Rescue Crew Society
5060 – 74th Ave SE, Calgary, Alberta, Canada

AARCS is an equal opportunity employer. We invite all suitable candidates to forward their application in confidence. We regret that only the best qualified candidates will be contacted for screening. Thank you in advance for your interest.