



VOLUNTEER OPPORTUNITY **Pawd Volunteer Coordinator**

ElderDog Canada is a 100% volunteer-run organization. Volunteers are the heart of ElderDog. Every facet of our organization is dependent on the commitment of volunteers. As Volunteer Coordinator, you are very likely the first point of contact with ElderDog as an organization and with the Pawd in particular.

As Pawd Volunteer Coordinator, your **responsibilities** include:

- 🐾 liaising with National Volunteer Coordinator regarding volunteer application process;
- 🐾 responding to volunteer applications within 48 hours;
- 🐾 engaging with potential volunteers to help them understand ElderDog Canada as an organization and their role as volunteer with ElderDog;
- 🐾 coordinating background checks and pre-screening of volunteers according to the National Volunteer Application Process;
- 🐾 liaising with National Volunteer Coordination Team in a timely and efficient manner;
- 🐾 receiving notification from National Office of successful completion of application process;
- 🐾 informing relevant Coordinators of new volunteer, depending on volunteer interests;
- 🐾 welcoming new volunteers and encouraging their engagement either by phone (preferable) or email
- 🐾 assisting with the coordination of volunteer orientation and support as necessary;
- 🐾 maintaining Pawd membership and volunteer list;
- 🐾 responding to update requests from National Database Manager;

Requirements:

- 🐾 strong interpersonal, communication, and organization skills;
- 🐾 willingness to communicate with volunteers to facilitate engagement;
- 🐾 knowledge of or willingness to learn Google Docs and Gmail;
- 🐾 ability to organize daily emails and communications;
- 🐾 responding to volunteers and team members in a timely and professional manner within 48 hours;
- 🐾 flexible in learning new computer systems;
- 🐾 ability to adapt to change.

Mentoring and ongoing support available.

For more information, contact National Office at info@elderdog.ca.

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