VOLUNTEER COORDINATOR

Background
We are Colorado Horse Rescue, a 501(c)(3) nonprofit organization working continuously to reimagine what’s possible and create a reality where safe solutions exist for every horse. We are advocates and strategists. Thinkers and doers. A passionate team with full hearts, helping hands and the vision to rescue horses in Colorado and beyond. For more information about CHR’s programs, services, and activities, visit www.chr.org.

Primary Role
We are looking for an enthusiastic Volunteer Coordinator to help develop and maintain relationships with our volunteers. You will be an integral part of furthering our mission by recruiting, managing, and retaining the necessary volunteer base, tracking and achieving higher volunteer engagement, mentoring and teaching volunteers, and supporting both fundraising and programming activities.

- You will ensure CHR has the required volunteer base to fulfill its service mission. To meet that goal, the Volunteer Coordinator must perform a variety of duties involving recruitment, training, and retention.
- You will manage 100+ volunteers across multiple departments.
- You will record all volunteer engagement for CHR which includes optimizing and maintaining all pertinent systems.
- You will assist with feeding and handling horses.
- You will work continually to improve processes and procedures.
- You will assist in developing and implement new volunteer roles and programs.

This position involves a great deal of contact with our constituents; therefore, our Volunteer Coordinator must have excellent interpersonal communication skills. Our ideal candidate is detail oriented with strong data management acumen, is excited to develop creative ways to increase CHR’s community engagement, and can independently develop and execute new ideas.

This candidate must have a mentoring spirit as coaching volunteers is a critical responsibility. Ultimately, you will ensure CHR’s community engagement efforts help us achieve our immediate and long-term goals as an impact organization.

Additionally, this role requires advanced horse handling skills. Our Volunteer Coordinator must be willing to learn, adopt, and embrace the CHR methods of handling horses. He/she/they will be required to catch and move horses, support trainers and the equine manager, as well as assist with farrier, chiropractor, and vet appointments.

If you thrive in a collaborative environment, have excellent communication skills, are skilled with handling horses, and have a passion for creating meaningful relationships, we want to meet you.

Core Responsibilities

Recruit Volunteers
When CHR needs new volunteers, the Volunteer Coordinator uses a variety of methods to attract suitable candidates. The Volunteer Coordinator may use social media, post volunteer opportunities online and/or attend job fairs with the intent of meeting new volunteers. The
Volunteer Coordinator also interviews potential volunteers to determine if they are a good fit for our organization.

**Perform all Volunteer Duties, as Necessary**
The Volunteer Coordinator will be the one to act as the volunteer substitute when there are not enough volunteers in attendance. Duties may include (but are not limited to) supporting program and fundraising events, mucking stalls and pastures, feeding hay, cleaning and filling waters, cleaning the barn, and holding horses for service providers.

**Train Volunteers**
Once a new volunteer comes on board, it’s the Volunteer Coordinator’s responsibility to provide comprehensive training. You will conduct orientation sessions and schedule clinics, give new volunteers tours of the rescue, and help new volunteers get settled into their roles. This responsibility demands a patient and mentoring personality to be successful.

**Develop New Volunteer Programs**
As CHR continues to grow, there are many opportunities to leverage volunteers across all areas of the organization. The Volunteer Coordinator will assist in determining what expertise is needed to achieve CHR’s goals and develop applicable volunteer teams.

**Optimize Volunteer Administration**
The volunteer program has grown organically over the years. Your role will be to identify improvement opportunities and propose and implement processes and solutions to improve the effectiveness of the volunteer teams.

**Create Program Reports**
Without the right data, it’s difficult to determine if a volunteer program is meeting its goals. It is your responsibility to collect data from volunteers and staff members, use the data to create reports, and distribute those reports to key CHR personnel.

**Schedule Volunteers**
The Volunteer Coordinator works closely with volunteers to come up with a schedule that works for everyone. If the organization has special needs or an event planned, the Volunteer Coordinator is responsible for ensuring the right number of volunteers is available to handle the extra work. You will also be responsible for corresponding with and scheduling volunteer groups from local businesses and organizations.

**Retention and Determining the Need for Volunteers**
The goal at CHR is to retain and grow strongly performing volunteers. Some volunteers stay with the same organization for years, but others stop volunteering after just a few months. A Volunteer Coordinator must be able to anticipate these changes and plan accordingly.

**Assist Equine Manager with Feeding Grain**
In addition to managing volunteers, the Volunteer Coordinator will be responsible at times for preparing/feeding grain. This requires attention to detail, ability to identify all horses on the property, and advanced horse handling skills.
Common CHR Team Responsibilities

All CHR team members have these common responsibilities:

- Understand and incorporate CHR’s mission, goals, and brand in all outreach
- Effectively represent CHR to relevant partners and community groups in order to increase awareness, referrals, and contributions
- Serve as an advocate for CHR before stakeholders, partners, and the general public
- Understand the current needs of CHR programs and seek to meet those needs by securing resources and partnerships with other agencies, nonprofits and community partners

Requirements

Successful Volunteer Coordinators are strong problem-solvers and are detail-oriented individuals with above-average organizational, verbal, and written communication skills. You should work naturally within a team environment as well as possess the ability to work with little supervision. Strong people management skills are also essential.

- Commitment to the goals, values, and mission of Colorado Horse Rescue
- Strong interpersonal and management skills, able to work collaboratively with individuals across all backgrounds and levels
- Excellent communication and presentation skills
- Advanced horse handling skills
- Substantial organizational skills with attention to detail
- Ability to prioritize projects to meet deadlines
- Analytical skill to work with data to create reports to show the effectiveness of current and past engagement efforts
- Development of program goals and policies
- Solid computer skills, including MS Office
- High school diploma or GED equivalent, bachelor’s degree preferred

Salary and Benefits

The Volunteer Coordinator position is on-site 40 hours per week. One weekend day is mandatory. This is a nonexempt position with a calculated salary range of $33,000 to $35,000, commiserate with experience. CHR offers full-time employees health, dental and vision insurance. We also encourage employees to participate in our matching simple IRA program. CHR’s flexible vacation policy allows employees to take as much leave as they need. Employees need time to rest and enjoy themselves outside work. Eliminating the cap on this important personal time helps our effort to achieve high levels of team satisfaction and productivity.

Work Environment

Work is performed in a horse barn and outdoor setting. This position is potentially subject to animal bites, scratches, kicks, and unpredictable dangerous situations. Frequent lifting to 50 lbs. with reasonable accommodations. Frequent walking, standing, bending, stooping, movement, and repetitive motion. Work outside in weather extremes, both heat and cold.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualified employee will work in an office setting, and interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, in addition to local and national travel (approximately 15%).

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to sit for sustained periods of time, travel and drive. The vision requirement includes close vision. The employee is occasionally required to lift up to 50 pounds.

EEO Statement

At Colorado Horse Rescue, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. CHR is proud to be an equal opportunity workplace. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Application Process

Let us know you are interested in this position by sending an email using the subject VOLUNTEER COORDINATOR to Katherine Gregory at kgregory@chr.org.

Please be advised that incomplete applications will not be considered.

In your email, please include the following:

1. Your resume attached in PDF or Word format
2. Three references with contact information (email address and phone number)
3. The answers to the following four questions:
   ▪ What are you looking for in your next role and what has encouraged you to apply for this role?
   ▪ What three words would you use to describe your ideal work environment?
   ▪ When has your morale been highest at work? Why?
   ▪ Tell us something interesting about yourself and why you'd be a great fit for our team.