Job Title: Volunteer Coordinator
Position Type: Full-time
Employment Status: Hourly, Non-Exempt

Compensation: Negotiable, based on experience
Benefits: Available after 60 days of continuous employment: Health Insurance (50%), dental & vision insurance (100%), PTO. Available after 6 months of continuous employment: 401(k) with match
Application Deadline: March 15, 2024 (*Position may close earlier if filled.)
Position Start Date: Immediately

Please submit your resume, cover letter, and contact information for three references to:
Laura Stastny, Executive Director
E-Mail: laura@nebraskawildliferehab.org

Mail: Nebraska Wildlife Rehab, Inc.
9777 M Street
Omaha, NE 68127
(Mailed inquiries must be received by the application deadline.)

Job Description:
The Volunteer Coordinator is responsible for daily supervision and management of the Wildlife Center’s volunteer program, as well as recruiting, training, mentoring, and scheduling all volunteers. The Volunteer Coordinator will work closely with other staff members to ensure that volunteers receive the training and support to work throughout the Wildlife Center and in the community. This job requires extensive Wildlife Rehabilitation experience as our Volunteer Coordinator trains and mentors our volunteers.

Primary Duties:
• Actively recruit volunteers through social media, public speaking, community meetings, and other venues
• Assist in training and serve as primary contact for all volunteers.
• Prepare for, schedule and provide regular volunteer orientations, initial training, and enrichment opportunities for volunteers.
• Keep all volunteer materials and programs current.
• Devise and implement effective volunteer support and retention programs.
• Form personal relationships with volunteers and provide each with meaningful feedback.
• Utilize volunteer management software to coordinate volunteers and track qualifications.
• Schedule volunteers and ensure all duties are covered.
• Implement a robust volunteer recognition program.
• Regularly update Executive Director and Board of Directors on recruitment, retention and hourly metrics

Other Duties:
• Assist in coordinating special events, including Bat Release, fundraisers, and other community collaborations.
• Work with Rehabilitation Director and Executive Director in interviewing and selecting internship candidates.
• Back-up wildlife hotline and front desk service
• Assist in field rescues and animal husbandry tasks as needed.
• Serve as a community ambassador for NWR and native wildlife.
• Other support duties as assigned.

**Skills/Qualifications:**
• Prior volunteer or staff supervision experience required.
• A background in public speaking and/or environmental education preferred.
• Proficient with Microsoft Office (Word, Excel), Outlook, and other web-based programs
• Ability to operate a personal computer, word processing software, copy machine, and answer telephones in the prescribed manner.
• Superior interpersonal and communication skills required.
• Self-starting, extremely organized, and innovative
• A desire to help people, as well as animals, is a must. Our volunteers are our family.
• Demonstrated professionalism and flexibility - NWR is a fast-paced and changing environment.
• Requires level-headed problem solving and an aversion to drama.

**Education & Experience:**
• Bachelor’s degree in natural sciences or education preferred.
• Extensive Wildlife Rehabilitation experience is required as this is a mentorship role.
• Public speaking and personnel management experience required.

**Physical Demands:**
• Ability to lift up to 40 lbs
• Ability to hike over uneven ground for extended periods of time.
• Extended periods of sitting, standing, and typing, depending on the current task.

**Other Notes:**
• Periodic weekend and evening hours may be required.
• This is primarily a human-involved position. Hours working directly with wildlife will be while training and supervising volunteers.

_Nebraska Wildlife Rehab, Inc. is an Equal Opportunity Employer. Background checks are conducted on all employees and are a requirement for employment._