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MEMORANDUM

PLEASE POST IMMEDIATELY

INTERNAL/EXTERNAL POSTING

DT: 6/29/18
TO: All Department Managers
FR: Kelly Baker
Human Resources
RE: Vacancy in the Animal Shelter

We are currently accepting applications for a full-time Volunteer Coordinator at the County Animal Shelter. The essential functions of the position are attached. Starting hourly compensation is \$15.88. ***Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Friday, July 13, 2018.***

VOLUNTEER COORDINATOR

GENERAL NATURE OF WORK

This is a dedicated position involving knowledge of animal shelter operations. An employee in this class is responsible for recruiting, training, scheduling and supervising volunteers and fosters.

The main goal of the volunteer manager is to ensure the organization has enough volunteers and fosters to assist in the general operation of the Animal Shelter. Duties are performed under general supervision.

EXAMPLE OF DUTIES

- Assess organizational volunteer needs and match volunteers with assignments that suit their skills and interests
- Assist in recruiting, screening, interviewing, training and managing volunteers and fosters
- Directs the work of volunteers when performing animal care duties
- Create volunteer and foster program materials
- Track and assess volunteer and foster statistics
- Maintain positive, regular communication with shelter staff, volunteers and fosters
- Maintains a Volunteers, Staff, Fosters Facebook group
- Stay current on knowledge of the department's operating procedures
- Assist in the feeding and care of impounded animals; knowledge and ability to administer vaccines and worm medications, if needed.
- Assist the public with the recovery of lost pets; by assisting owners through the shelter, completing lost reports, checking found reports, and making additional recommendations on recovery, if needed.
- Assist the public in choosing a pet for adoption and accurately completing adoption documentation, if needed.
- Other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Animal Shelter database and daily operations
- Administer on the job training
- Works with animal rescue groups
- Knowledge of animal behavior patterns

- Knowledge of caring for and feeding animals
- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations
- Possess strong oral, written and listening skills
- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted
- Ability to handle sensitive issues
- Perform any other duties as directed by the Animal Shelter Director or Assistant Director.

DESIRABLE TRAINING AND EXPERIENCE

- Graduation from a standard high school or the equivalency
- Experience in personnel management preferred
- Possession of, or ability to obtain a proper Commonwealth of Kentucky motor vehicle operator's license for type of equipment operated

OTHER KNOWLEDGE AND/OR SKILLS

- Knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Ability to exercise good judgment
- Ability to analyze, plan and organize programs
- Ability to understand and carry out oral and written instructions
- Ability to act independently within established guidelines
- Ability to maintain accurate records
- Ability to restrain animals

PHYSICAL REQUIREMENTS

- Must be able to lift 80 lbs. or more to a height of 4 ft. or more.
- Must be able to work extended periods of time using regular or powered hand tools and hand tools.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods of time.
- Eye sight must be correctable to 20/20 vision.
- Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.
- The physical demands described here are representative of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county’s best interests
- Adherence to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Kenton County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and polices set forth by appropriate authorities
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be 21 years or older
- Must be bondable

The above job description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date