

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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PHONE: 540.394-2007

VOLUNTEER/EDUCATION COORDINATOR, ANIMAL CARE AND ADOPTION CENTER (ACAC) Montgomery County, Virginia #340110-2

Under the supervision of the Animal Care and Adoption Center Director, the Volunteer/Education Coordinator is responsible for shelter functions related to volunteerism, education and outreach, marketing and community programs. The position provides leadership, oversight and long range planning to ensure the ACAC attains its mission of finding every healthy and treatable animal in our care with a forever home. Ideal candidate will be a compassionate, effective communicator who is able to work independently and with groups with demonstrated flexibility and innovation. Essential duties include but are not limited to: recruit and maintain a large network of volunteers, and volunteer organizations, and facilitate close working relationships; supervise the activities of volunteers to ensure humane treatment and care of animals; perform regular training for staff and volunteers; perform admission and adoption procedures, answering inquiries, showing animals, and providing exceptional customer service; coordinate and perform communication outreach and educational/volunteer programs; work as a key member of a team with the ACAC Director, Adoption/Rescue Coordinator and Shelter Supervisor to increase adoptions and volunteerism and providing animal services to the community.

Position requires education or combination of training and experience equivalent to an Associates' degree or higher in the field of animal care or behavior. Position does work some weekend and weekday hours. Selected candidate must possess or acquire/maintain a valid Virginia Driver's License.

Minimum salary \$34,200. Excellent benefits including paid health, dental and vision, life, disability, retirement, flexible spending plan, wellness program, and more. Review of applicants will begin immediately, and all applications must be received by Monday, August 3, 2020. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr>

Interested candidates should click "Apply" below. For more information about this position, or to request an application accommodation for disabilities, contact the Department of Human Resources at 540.394.2007. Interested candidates should include a cover letter, resume/CV for consideration.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.