



People and Animal Learning Services, PALS Therapeutic Riding Center

Job Description: Volunteer Coordinator

Reports To: Program Manager

Areas of Responsibility:

- Volunteer Development and Coordination
- Administrative Responsibilities
- Assists with Special Events through Volunteer Coordination, Scheduling and Planning
- Assists with all other assigned tasks
- Design and develop marketing tools as needed

Specific Duties:

I. Volunteer Development and Coordination

1. Responsible for ongoing volunteer recruitment and scheduling for lesson volunteers, barn volunteers and special project volunteers.
2. Primary liaison with area agencies regarding special volunteer projects
3. Prepares and modifies materials for PALS' volunteer training manual
4. Responsible for organization and ongoing development/scheduling of Volunteer Trainings
5. Responsible for Volunteer Recognition through annual recognition event and ongoing acknowledgement of volunteer efforts
6. Coordination of Summer Internship program in conjunction with appropriate personnel

II. Administrative Responsibilities

1. Coordinates all communication with volunteers
2. Ensures that volunteers complete all appropriate paperwork
3. Coordinates appropriate staff input for volunteer trainings
4. Assists with database management

III. Assists with Special Events

1. Coordinates volunteers for special events
2. Assists with training of volunteers for special events

IV. Performs all other related duties

Requirements of Job: Primary responsibilities require sustained sitting, standing, and walking in barn environment. Occasional lifting and carrying of items up to 50 to 75 pounds—hay bales, water buckets, grain bags, muck buckets, etc. as a hands-on supervisor. Job requires excellent written and verbal skills. Strong computer and telephone skills required. Fundraising experience preferred but not required. Communicates and collaborates with all PALS staff.

Mailing Address:

P. O. Box 1033
Bloomington, IN
47402

Facility Address:

7644 W Elwren Rd
Bloomington, IN
47403

Contact Info:

812-336-2798
info@palstherapy.org
palstherapy.org