



Volunteer Impact Intern

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 4,000 pets annually.

Position Summary

Volunteers are first and foremost caring citizens who see a need and decide to do something about it! Our philosophy is that volunteers aren't simply 'nice to have' - they are deeply valued and essential to actualizing the mission of AAHS. Our dedicated volunteers bring tremendous value to AAHS by serving as community ambassadors, board directors, animal caregivers, enrichment providers, foster caregivers, pet transporters, fundraisers, and more. The Volunteer Impact Intern shares this philosophy and expresses it in all that she/he/they does. The incumbent assists the Volunteer Relations Coordinator by strengthening existing systems, processes, and procedures in the following areas:

Market Research and Community Needs Assessment
Strategic Planning to Maximize Volunteer Impact
Recruiting and Marketing to Prospective Volunteers
Interviewing, Screening, and Recruiting Volunteers

Orienting and Training Volunteers
Ongoing Supervision and Evaluation
Recognition and Volunteer Training
Measuring Outcomes & Program Evaluation

What You Will Gain

The Volunteer Impact Intern is a competitive and highly coveted position within our community, strengthening AAHS's ability to serve the needs of thousands of companion animals every year.

- The opportunity to tailor your internship experience to fulfill your academic requirements and meet your professional goals.
- Flexible hours allowing you to schedule work tasks around exams and other deadlines.
- The opportunity to interact with professionals in areas of animal welfare, program development and evaluation, community engagement, marketing and communications, and social sector leadership.
- Knowledge that you are making a difference in AAHS's ability to amplify our mission impact and making our community a safer, more compassionate place for companion animals.

Roles & Responsibilities

- Connects individuals, foundations, corporations, civic groups and service organizations with volunteer opportunities within the organization.
- Helps the Volunteer Relations Coordinator organize volunteers' time and activities, working directly with both new and existing volunteer groups.

- Works closely with the Volunteer Relations Coordinator to develop and implement community engagement strategies to increase volunteer interest, recruitment, and retention.
- Helps with the development and implementation a comprehensive volunteer onboarding program for each volunteer position, including the development of a comprehensive Volunteer Handbook.
- Serves as a Facilitator for ongoing volunteer training coursework.
- Participates in Volunteer Recognition Programs, including informal recognition and public acknowledgement of volunteer service to promote community and honor the volunteer experience.

Qualifications

- Hands-on experience in program development and coordinated volunteer programs desirable.
- knowledge of current trends and information for volunteerism desirable.
- Solid understanding of maintaining confidential data.
- Working knowledge of best practices in volunteer coordination.
- Recruiting, screening, and training experience desirable.
- Demonstrated experience working in a collaborative work environment and promoting teamwork.
- Knowledge of methods related to the conduct of volunteer programs for non-profit organizations.

any other characteristic or status that is protected by federal, state or local law.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform

this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Diversity, Equity, & Inclusion Statement

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities.