

# Volunteer Coordinator

Role Description

[www.tenlivescatrescue.org](http://www.tenlivescatrescue.org)



## About Ten Lives Cat Rescue

Ten Lives Cat Rescue (TLCR) is a 501(c)(3), nonprofit organization located in Rhode Island. We are committed to providing dignity for cats in our community while reducing the cat overpopulation and inspiring change. Our foster-based program is 100% volunteer-powered and community supported. Each year, our organization provides services to over 400 cats and facilitates nearly 300 adoptions. You can learn more about our key programs on our [website](http://www.tenlivescatrescue.org).

## Role Summary

The Volunteer Coordinator (VC) is responsible for overseeing the volunteer application process and providing support to new, existing, and prospective volunteers. This community-facing role is an essential part of our team and works to ensure the success and retention of our volunteers.

## Responsibilities

- Review volunteer applications and collaborate with team leaders to identify appropriate matches for open roles.
- Serve as a point of contact for volunteer questions and concerns.
- Collaborate with team leaders to identify needs and recruit accordingly.
- Manage volunteer database.
- Maintain role postings on recruitment websites.
- Manage approval and rejection process for applicants.
- Coordinate appreciation efforts (greeting cards, tokens of appreciation).
- The estimated time commitment is 2-3 hours per week.

## Qualifications

- Ability to respond to emails within 48 hours
- Exemplary communication and organizational skills
- Comfortable providing instruction and guidance
- Must be able to navigate challenging situations calmly and effectively
- Experience with Gmail and Google products is a plus
- Commitment to the values, mission, and vision of Ten Lives Cat Rescue