



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Animal Shelter	JOB GRADE:	8
JOB TITLE:	Volunteer Coordinator	BI-WEEKLY SALARY:	\$1,258.19 - \$1,538.46
LOCATION:	8535 State Highway 242 Conroe, TX 77385	CIVIL SERVICE:	No
SHIFT HOURS:	Wednesday – Sunday 9:00am – 6:00 pm (1 hour lunch). Schedule subject to change.		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am-5:00pm (Fridays closed for lunch 12:00-1:00)		

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • College degree required • 3-5 years professional experience; management or leadership experience a plus • Prior experience working with a municipality, government or nonprofit a plus • Highly motivated, out-going, polite, and professional manner • Ability to remain calm in stressful situations involving individuals and companion animals • Comfortable working in a shelter environment | <ul style="list-style-type: none"> • Ability to deal with sometimes unpleasant issues related to people or situations • Must be a team player, able to work in a fast-pace environment and multi-task • Knowledge of animal breeds and behavior helpful • Strong computer skills. Chameleon software experience a plus • Highly organized and detail oriented |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Build and strengthen the current Volunteer program by establishing written policy, procedures and protocols to guide volunteers on roles and responsibilities. • Recruit, interview, train and manage volunteers • Manages daily schedules and assignments for volunteers to perform • Ensures that each volunteer is assigned tasks appropriate to his or her training and expertise • Ensures that volunteers follow the guidelines and training they receive from the Shelter | <ul style="list-style-type: none"> • Work with local media for Pet of the Week and community service messages and articles. • Schedule corporate volunteer groups • Work with a group of Volunteers to provide Shelter tours and school programs and promote community awareness on the need to control pet over-populations with surgical procedures. • Provide back up support to the Foster & Rescue Coordinators • Maintain confidentiality of volunteer as well as Shelter information |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	6331-2722-700	Requisition No:	2499
Date Posted:	03-01-2017	Equal Employment Opportunity Employer	