



Pawsitive Match Rescue Foundation

VOLUNTEER COORDINATOR

The Role

Location	Remote	Reports To	President
Weekly Time Commitment	5-10 hrs, variable	Direct Report(s)	N/A

The Volunteer Coordinator organizes, places, and supports volunteers across all areas of Pawsitive Match Rescue Foundation. This role ensures the smooth onboarding of new volunteers, fosters collaboration with various teams to identify volunteer needs, and serves as a key decision-maker in volunteer engagement and retention. The Volunteer Coordinator is instrumental in building a strong, dedicated volunteer community to help advance the rescue's mission.

The Responsibilities

- Track new volunteer applications and ensure appropriate forms are completed and entered into the database.
- Provide general information on open volunteer positions and connect applicants to applicable departments as needed.
- Maintain confidentiality of personal information.
- Provide training on Better Impact or offer guidance to internal Pawsitive Match teams and users when required.

The Person

- A community member in good standing.
- Strong communication skills with the ability to correspond professionally via email and phone.
- Detail-oriented, proactive, and able to manage multiple tasks efficiently.
- Positive attitude and willingness to learn.



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- Ability to work independently while collaborating effectively in small teams.
- Able to check the online database (Better Impact) and shared email inbox regularly.

Experience & Qualifications

- Familiarity with data entry, databases, Microsoft Word, Google Workspace, WhatsApp, and PDF editors.
- Experience in Human Resources, animal rescue, and/or volunteer management is an asset.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Screening Applications & Conducting Interviews is an asset.
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Training & Mentorship Experience is an asset.
- Recruitment & Sales Experience is an asset.