**Volunteer Coordinator**

**Location:** Berkeley Humane
**Type:** In-Office

**Reports to:** Foster Manager

**Pay Range:** $60k-$68k

**FLSA Status:** Full-time, non-exempt May include some evenings/weekends/holidays

**Make a Life-Saving Difference**

We’re looking for a passionate and compassionate individual to lead our volunteer program. As the **Volunteer Coordinator**, you’ll be at the heart of everything we do—building meaningful relationships with volunteers, supporting life-saving programs, and helping pets find loving homes. You’ll ensure our volunteers feel valued, supported, and inspired, while aligning their efforts with our mission to save lives and serve the people who love animals.

**What You’ll Do**

* Create a warm, inclusive, and energizing experience for all volunteers.
* Recruit, train, and retain dedicated volunteers for roles across our Thrift Shop, Adoption Center, and community programs.
* Work closely with shelter teams to match volunteers to meaningful opportunities where they can thrive.
* Lead monthly **Pet Food Pantry** events, supporting families in need with dignity and care.
* Ensure weekly mobile adoption events are well-staffed with trained volunteers.
* Coordinate volunteer orientations, training sessions, and ongoing support.
* Recognize and celebrate volunteer contributions year-round.
* Keep volunteer schedules organized and responsive to changing needs.
* Address concerns with compassion, clarity, and fairness.
* Send monthly newsletters and updates to keep volunteers informed and inspired.
* Maintain volunteer records and reports through our volunteer software (Volgistics).
* Collaborate on program planning, improvements, and annual goal setting.
* Support special events and community outreach as needed.

**What You Bring**

* 3–5 years of experience in volunteer coordination or a similar role.
* A heart for animals and people, with strong leadership and communication skills.
* Ability to connect with people from all walks of life.
* Organized, resourceful, and comfortable managing multiple projects.
* Comfort using databases (Volgistics a plus) and Microsoft Office and Zoom.
* Experience in animal welfare is a big bonus.
* English/Spanish Bilingual preferred.

**You’re a Great Fit If You…**

* See volunteers as the heart of the organization.
* Leads with empathy and creates a sense of belonging.
* Loves problem-solving and making things better.
* Has a strong sense of mission and thrives in a team environment.

**Requirements**

* Valid California driver’s license with clean record
* Able to lift 50 lbs and work on your feet for extended periods
* Comfortable working around animals and allergens, and navigating the emotional realities of sheltering

**Why Berkeley Humane?**

We believe every pet deserves a chance—and that chance often starts in a foster home. When you join our team, you're not just managing a program—you’re building a life-saving network of people who care deeply and act boldly.

**Berkeley Humane is an Equal Opportunity Employer.**
We are proud of our inclusive culture and welcome all identities, backgrounds, and experiences.