
327 Manitou Avenue
Manitou Springs, CO 80829



719-362-4600
www.HappyCatsHaven.org

Job Title: Volunteer Program Manager

Job Type: Part-time

Reports To: Executive Director

Position Summary

Are you a cat lover who also loves people? Do you enjoy orchestrating activities and sparking connections between people, especially to further good causes? Are you interested in an impactful career in the non-profit space?

Happy Cats Haven is a small not-for-profit cat rescue and shelter established in 2011. We are a dynamic team of passionate staff and volunteers who make life better for the cats in our care... and the people who love them. We're seeking a dynamic and personable **Volunteer Program Manager** to lead our volunteer program - an essential component of our shelter's operations. The ideal candidate will be enthusiastic and passionate about working with people, capable of cultivating a rewarding, supportive, and engaging experience for our volunteers while driving meaningful community involvement.

Key Responsibilities

- Managing all aspects of our Volunteer program including recruitment, training and ongoing support of Volunteers
- Developing a positive experience for Volunteers through recognition programs
- Coordinating volunteer opportunities with our department Managers
- Managing our volunteer database and social media sites
- Managing our web site, social media content, and online fundraising campaigns
- Leading our Volunteer committee and Volunteer Mentor program
- Submit bi-monthly reports on the volunteer program and activities
- Positively representing and promoting Happy Cats Haven to the public

Qualifications

- Passion for animal welfare and a commitment to the mission of Happy Cats Haven.
- The desire to improve the lives of cats and the people who love them
- Empathy, patience and understanding
- Excellent verbal and written communication skills
- Ability to work weekends
- Prior work experience in an office environment
- High school diploma or equivalent

Preferred Skills and Experience

- Experience in developing and implementing programs
- Experience collaborating with individuals from diverse backgrounds
- Experience using social media platforms and WordPress
- Experience creating marketing collateral and related design apps, e.g., Canva
- Not-for-profit work experience
- Bachelors or Associates degree in a related field

Benefits & Work Environment

- Starting salary: \$15 per hour
- Up to 20 hours per week; office/remote hybrid position
- The Volunteer Manager is a part-time, hourly position with flexible hours. Our manager should expect to work some weekend days for volunteer management, training and events.
- Benefits include paid time off, purrs and head-butts, and the satisfaction of meaningful work that makes a difference in the lives of people and their pets.

To Apply

Please submit your resume and a cover letter detailing your experience and why you're a great fit for this role to office@happycatshaven.org.