



Volunteer Role Description - Volunteer Co-ordinator

We are a **no kill** cat rescue based in Dublin's north inner city. Our mission is to help homeless, stray and feral cats and kittens through our Trap-Neuter-Return (TNR), rescue, fostering and rehoming programmes in conjunction with our educational and advocacy work.

We are hoping to recruit a special volunteer to help manage all aspects of our volunteer programme with support from our Volunteer Topcat.

Commitment per week: 2 hours

Minimum commitment: 6 months

Place of work: Flexible but must include 2 hours each alternate Saturday (2-4pm)
at our Hub, 13 Dalymount Lane, Phibsboro, Dublin 7

Expenses covered: Yes

Role

- 🐾 Responding promptly by email to all volunteer enquiries
- 🐾 Ascertaining which areas of PCR volunteer work best match each potential volunteer's skill set & aspirations
- 🐾 Assisting Volunteer Top Cat in recruiting and interviewing volunteers
- 🐾 Assisting Volunteer Top Cat in reviewing ongoing needs of PCR and volunteers
- 🐾 Communicating with volunteers to ensure they are supported & fulfilled in their role
- 🐾 Assisting Volunteer Topcat in motivating volunteers, including arranging social events with volunteers as part of team building
- 🐾 Managing PCR General Volunteer (closed Facebook group)
- 🐾 Attending relevant training courses (at Dublin City Volunteer Centre, The Wheel, The Law Society, The Charities Regulatory Authority, etc.)
- 🐾 Working closely with Volunteer Top Cat towards attaining Investing in Volunteers Quality Standard

Desired Experience

- 🐾 Managing people (ideally managing volunteers)
- 🐾 Working knowledge of human resources legislation
- 🐾 Excellent written and verbal communication skills
- 🐾 Computer literate

Desired Personal Qualities

- 🐾 Love of cats
- 🐾 Friendly and personable
- 🐾 Reliable, organised and hardworking
- 🐾 Able to take own initiative whilst still being a good team player

We welcome diversity and encourage applications from potential volunteers of any age (18 years or older), gender, ethnicity, religion, and sexual orientation. This role would be suitable for anyone with a moderate physical disability.

info@PhibsboroCatRescue.ie or find us on Facebook
Registered Charity No 20105297