



# **Children's TherAplay**

The Children's TherAplay Foundation, Inc.

## **Job Description – Volunteer Coordinator & Development Assistant**

<b>TITLE:</b>	<b>Volunteer Coordinator &amp; Development Assistant</b>
<b>STATUS:</b>	<b>Non-Exempt</b>
<b>EMPLOYMENT TYPE:</b>	<b>Salary</b>
<b>WORK SCHEDULE:</b>	<b>40 Hours per Week Monday-Friday (some weekend time, very minimal)</b>
<b>REPORTS TO:</b>	<b>Development Manager</b>

### **SUMMARY OF PRIMARY DUTIES & REPSONSBILITIES:**

Volunteer Coordinator & Development Assistant plays a vital role in ensuring Children's TherAplay's mission delivery. This role is responsible for organizing all aspects of volunteering including recruiting, training new volunteers, and promoting opportunities. Working closely with all members of the development team, barn staff and the Executive Director to coordinate volunteers, provide data entry support and and assist the development department with miscellaneous administrative tasks.

### **ESSENTIAL PRIMARY DUTIES for VOLUNTEER COORDINATOR:**

- Coordinate and manage individual and group volunteers. Ensure streamlined communications between TherAplay and our pool of volunteers.
- Recruit and provide great customer service to our valuable team of volunteers.
- Communicate with Director of Development and Executive Director about volunteers who you believe would be good donor prospects and help support further relationship development with those volunteers.
- Assist in identifying and coordinating volunteer outreach efforts.
- Manage volunteer software.
- Recruit and lead the Junior Board, a group of high school students, by coordinating meetings, providing mentorship, and ensuring alignment with the organization's mission.
- Execute a multi layers appreciation program for all volunteers.



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## **ESSENTIAL PRIMARY DUTIES for DEVELOPMENT ASSISTANT:**

- Assists in data entry in our donor database system.
- Assist the development team in miscellaneous administrative tasks.

## **WHAT IT TAKES TO SUCCEED:**

- Strong written and oral communication skills.
- Demonstrates good judgement and decision-making skills for the purpose of advancing our mission.
- Must be detail oriented with the ability to meet timelines effectively.
- Possesses interpersonal skills that allow them to interact with potential, current and former donors in an effort to maximize their Children's TherAplay experience.
- Demonstrates creativity and has a willingness to try new things when planning new campaigns and fundraising efforts.
- Must be neat, dedicated, eager to learn, able to get along easily with others and can work in high stress situations as they arise.
- Medium to high level of computer proficiency required.

## **REQUIRED EXPERIENCE:**

One-year related experience

## **REQUIRED EDUCATION:**

Bachelor's degree preferred, horse experience preferred

## **CERTIFICATIONS:**

First Aid and CPR (preferred but not mandatory)

## **ORGANIZATION OVERVIEW**

Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our



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growing organization and you have a passion for helping build a program, we want to share more information with you!

TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all people in the achievement of our mission.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Kassie O'Malley at [komalley@childrenstheraplay.org](mailto:komalley@childrenstheraplay.org). Please, no phone calls.