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FOR IMMEDIATE RELEASE:

Humane Society of Scott County Seeking Volunteer Coordinator

January 25, 2010—The Humane Society of Scott County has an immediate opening for its new Volunteer Coordinator position. The Volunteer Coordinator will be responsible for recruiting, interviewing, training, scheduling, and evaluating shelter volunteers, as well as managing the volunteer program.

This is a volunteer, unpaid position with a minimum six-month commitment of 15-20 hours per week. Applicants should have the following qualifications:

- Supervisory experience and wide range of volunteer experience preferred
- Willingness to implement and support shelter policies and procedures
- Excellent communication skills and strong administrative skills preferred
- Self-motivation with ability to motivate others
- Enthusiastic, friendly, flexible, efficient, technology savvy, imaginative, and creative

Additional duties will include volunteer recruitment and public relations, recordkeeping, and Volunteer Orientation assistance. This position will include a two-week probationary period with on-the-job training provided. Interested applicants should apply in person at the Humane Society of Scott County, 2802 W. Central Park, Davenport, or call 563-388-6655 for more info.