

Volunteer Coordinator

About Animal Aid

The mission of Animal Aid Unlimited is to rescue and treat un-owned street animals in Udaipur, Rajasthan, who have become ill or injured, and through their rescue inspire the community to protect all animals. We are an animal rescue organisation with animal rights in the core principles that guide our mission.

We operate one of India's most active rescue services, responding to more than 100 calls on our helpline every day. We have a staff of over 120+ employees and our hospital and sanctuary house a total of more than 900 animals (dogs, cows, donkeys, cats and other animals). Additionally, we also run a sterilisation (ABC) program for street dogs.

We are located 10km outside the city of Udaipur, Rajasthan, near Badi village.

Designation – Volunteer Coordinator

Reports to – Animal Welfare Coordinator

General purpose of the role

Helping animals requires the involvement of people, and this role is vital in motivating, supporting and enabling the people whose help animals need. As Volunteer Coordinator you will be creating an opportunity for volunteers and visitors to have rewarding experiences helping street animals. Every volunteer is different, with unique expectations, desires and skills and our goal is that volunteers are even more motivated to help and work with animals after their time volunteering at Animal Aid. Volunteers are vital to the shelter as well, as they provide much needed love and enrichment for our rescued animals, and the Volunteer Coordinator makes this possible by careful coordination. The Volunteer Coordinator ensures that volunteers follow rules and policies for the safety of the animals and the volunteers.

On the job training

This role requires several months of on-the-job training, even for candidates who have experience with animals. You will begin by getting to know the individual animals in our shelter, their personalities, and special needs like physio, hydrotherapy, etc. You will learn which animals are friendly with everyone, who needs some time to warm up to new people, and about the dynamic between animals as well.

Since you may not have spent time with animals like cows, sheep and goats before, you will start spending time with them each day to become comfortable and get to know their personalities, which are as unique as dogs'.

Shadowing our senior Volunteer Coordinators, you'll learn the history, mission and stories that make Animal Aid's shelter tour memorable and inspiring to visitors. Volunteers and visitors often have lots of questions, about everything from the story of a particular animal they've seen in the shelter, to Animal Aid's history, to wanting to know different ways that they can get involved and help. During your training you will learn Animal Aid's response to all of the common questions and gain a deep understanding of how we operate, preparing you to represent Animal Aid to the public with confidence and ease.

Growth in the organisation

The Volunteer Coordinator role is dynamic and has huge room for growth. This role begins with the ability to give basic information and guidance to visitors and volunteers, but can grow to include all kinds of education and outreach like tours to students of various ages, community engagement, improving and developing our volunteer program, social media engagement, and so much more.

There is also scope for exploring other roles down the line, if mutually agreed, such as Animal Welfare Officer, Cruelty Prevention Coordinator, Emergency Desk Manager, etc. The Volunteer Coordinator role is a natural link to many other positions in Coordinator and Manager level that a successful candidate can pursue during their career at Animal Aid. At Animal Aid, we want your creativity and ingenuity to shine and we invite you to guide the course of our future with your ideas and leadership.

Seniority and expertise will be rewarded with generous salary hikes and benefits.

Key areas of responsibility

1. Visitors:

- a. Welcome visitors and be the first point of contact with prospective volunteers, donors or people who just want to learn more about Animal Aid
- b. Lead informative and inspiring tours through Animal Aid's hospital and shelter that promote animal protection, animal rights, volunteerism, donating and the mission of helping animals
- c. Coordinate visits and tours

2. Volunteers:

- a. Manage communication and sign-ups via email with prospective volunteers
 - b. Orient volunteers on their first day and provide the necessary training and explanation
 - c. Prepare the daily schedule of the volunteers, making sure they get experiences with different animals and tasks to deepen their understanding and relationship with cows, donkeys, goats and sheep as well as dogs and cats as well as making sure that the sanctuary animals who need the most love and attention are receiving it
 - d. Supervise the volunteers and ensure all guidelines are followed and provide further explanations or assistance to volunteers when required
-

JOB DESCRIPTION

3. **Animal care:**

- a. Spend time regularly with all sanctuary animals to keep up-to-date with their special needs and behaviors, so that those who need the most comfort and care from volunteers will receive it
- b. Observe and report immediately any animal who shows signs of illness or distress to the Animal Welfare Coordinator

4. **Outreach & Education:**

- a. **Events:** participate in outreach events, at the centre or external (schools, community meetings etc), to promote the respect of animal welfare and work of Animal Aid, encouraging the community to take an active role; to educate the community about animal behaviour, dog-bite prevention and coexistence.
- b. **Adoption:** identify the animals who can be adopted, screen potential adopters, implement adoption protocols.

Experience, education and skills

1. Graduate of any field.
2. Fluency in English. Fluency in Hindi is a big plus.
3. 2-3 years work experience in any field.
4. Good IT skills (Microsoft office, Google Tools)
5. Extensive experience with animals (does not need to be in professional capacity) such as volunteering, caring for community animals, fostering, rescuing, having pets, etc. Experience with dogs is a must and other species such as cats, cows, donkeys are a bonus.

Personal attributes

1. Understanding and passion for Animal Aid's mission including animal rights and veganism
2. Attentive and highly reliable
3. Good communicator and coordinator
4. Able to work independently as well as with a team
5. Compassionate and comfortable with animals

Compensation and Benefits for Indian Nationals

Interview travel costs: Animal Aid covers the travel and accommodation costs for candidates selected for in-person interviews at Animal Aid.

Salary: The starting range for this position is 20K-40K in hand depending on previous experience, with an increase after 6 months and subsequently yearly increases based on merit.

Relocation package: Animal Aid covers your travel costs as well as your temporary housing in Udaipur before moving into your new home. After 3 months of joining we cover the shipping of your vehicle as well as other shipping needs up to Rs10,000.

JOB DESCRIPTION

Accommodation: Animal Aid provides accommodation for non-Udaipur residents either in the form of offering you one of the homes rented by Animal Aid, or reimbursing your rent if you prefer to stay elsewhere. (The homes rented by Animal Aid are located near the Animal Aid hospital in a semi rural area, but if candidates prefer to stay in Udaipur city or elsewhere they are free to do so). We also coordinate handyman assistance for household issues like a tap not working or a problem with the electric.

The Animal Aid rented home will be offered as per availability. Animal Aid provides the essential home furnishings: bed, fridge, stove, cooking utensils and dishes, ceiling fans, table, chair, RO, and geyser.

If the candidate prefers to take their own personal rental agreement in Udaipur city or elsewhere, then Animal Aid pays up to Rs12,000 for single occupancy as an allowance in the salary and Rs8,000 if double-occupancy.

The electricity bill is covered by Animal Aid as well as the costs for repairs and other needed and reasonable improvements to the home.

Other benefits: You will receive Health Insurance (HDFC ERGO), and be eligible for earning Gratuity.

Paid Leaves: In the first year you will receive 15 Casual Leaves (20 days CL to candidates hailing from outside Udaipur) and after 1 year you receive an additional 15 Earned Leaves. 8 festivals are paid.

LTA (Leave Travel Allowance) Travel package: Candidates hailing from outside Udaipur (within India) can receive reimbursement for up to 2 return trips up to a total of rs25,000 each year. Your LTA is tax-deductible under certain conditions.