



CLASS TITLE | VOLUNTEER COORDINATOR

PAY GRADE: OT-17 | www.cityoftulsa.org/pay

Class Code: 6553

Effective Date: 11/08/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for increasing Tulsa Animal Welfare (TAW) volunteer programs, activities and services, and oversees community outreach activities and events; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Plans and attends special adoption events
- Coordinates transportation and proper animal preparation
- Ensures the appropriate animals, volunteers, and supplies are available
- Schedules and conducts community presentations and provides information on animal welfare, pet ownership responsibilities, dog bite prevention and other animal-related topics
- Plans and coordinates volunteer program including recruiting, orientation, training and creating work assignments based on program needs and individual interests
- Oversees and directs the work of volunteers
- Educates on responsible animal guardianship, animal care and local ordinances
- Provides quality in-person and telephone client service
- Maintains and prepares a variety of records and files
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of City ordinances related to animal control
- Good knowledge of the safety requirements of the work performed
- Working knowledge of dog and cat breeds, diseases, medical conditions, and animal handling and behavior
- Knowledge of the geography of the City of Tulsa

Ability to:

- Handle animals safely with patience and gentleness
- Effectively communicate both verbally and in writing
- Maintain accurate records and reports
- Work with a diverse group of volunteers



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- Understand and influence the behavior of internal and external customers in order to achieve objectives and cause action or understanding
- React quickly and effectively in emergency situations

Skill in:

- Using computers and related software applications

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent standing and walking, lifting up to 40 pounds; frequent carrying up to 10 pounds and occasional carrying up to 60 pounds or more; occasional pushing pulling up to 60 pounds; frequent balancing, bending, handling, talking, and twisting; occasional kneeling, crawling, feeling, climbing, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Valid Oklahoma Class "D" Driver license; **and**,
2. Certified Euthanasia Technician certification from the Oklahoma Board of Veterinary Medical Examiners within nine (9) months of hire date

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, weather/temperature extremes, rough terrains, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect bites, poisonous plants, toxic fumes/vapors/odors, and loud noises.

EEO Code: N-06

Group: Public Safety Technical

Series: Public Safety Technical