

Job Description

Role:	<i>In-Kind Donations Coordinator</i>
Reports To:	<i>Volunteer Coordinator</i>
Supervises:	<i>Not applicable</i>
Classification:	<i>Volunteer</i>

York County SPCA Purpose:

The York County Society for the Prevention of Cruelty to Animals (SPCA) is a charitable organization dedicated to providing long-term human and animal services to residents of York County through programs that find permanent, loving homes for displaced and stray animals, help control animal population growth, investigate and prosecute cruelty offenders and educate the general public about animal wellness and safety.

Position Overview:

The In-Kind Donations Coordinator is vital in collecting, organizing, and managing non-monetary donations, such as pet supplies, food, bedding, and other essential items. These items are stored in various places on the York County SPCA property, such as the pet food pantry and other storage areas and donated to other organizations and animal rescues if the YCSPCA cannot use them.

Essential Functions:

- **Donation collection:** Collect and receive in-kind donations from individuals, businesses, and organizations. This may involve coordinating drop-off locations or arranging pick-ups as necessary.
- **Sorting and inventory:** Sort, categorize, and inventory received donations. Ensure items are in good condition and check for food and other perishable expiration dates.
- **Storage and organization:** Safely store and organize donations in designated areas within the shelter. Ensure that items are easily accessible and well-maintained.
- **Supply distribution:** Distribute in-kind donations to the appropriate areas within the shelter, such as food for animal fosters, bedding for kennels, cleaning supplies for staff and volunteers, etc.
- **Regular check-ins:** Regularly check the condition of stored items to ensure that nothing has deteriorated or expired. Dispose of items that are no longer usable.
- **Teamwork:** Collaborate with other volunteers and shelter staff, such as foster coordinators and other managers, to ensure a smooth flow of donated items and proper distribution throughout the organization.

Education and Experience:

Required:

- Must be 18 years of age or older.
- Must have reliable transportation to and from the shelter.
- Must attend YCSPCA New Volunteer Open House, Orientation, initial training, and any future training required by the volunteer coordinator.
- Volunteers are required to carefully review and consent to the guidelines outlined in the volunteer handbook, including, but not limited to, social media communication and interaction guidelines.

Preferred:

- An understanding of animal care and the specific needs of the shelter's animals.

Skills and Abilities:

- Possesses a strong passion for the York County SPCA's mission.
- Communicates effectively with other volunteers and staff.
- Works efficiently without consistent shelter staff supervision.
- Ability to problem solve.
- Has great organizational skills, attention to detail, and the ability to handle donated items carefully.
- Possesses the ability to work collaboratively with other volunteers and shelter staff.
- Able to demonstrate emotional strength and resilience in an animal shelter setting.

Working Conditions and Expectations:

- Comfortable with the unique aspects of working with animals, including their natural odors and excrements, the possibility of animals experiencing medical conditions, the chance of minor bites and scratches, and exposure to moderate noise levels.
- Volunteers will be expected to sign up for shifts, log their hours, complete training, communicate with other volunteers and staff, etc., using a digital database that is accessible via computer and/or cellular application, which they will receive training for.

Benefits:

- The satisfaction of knowing you are assisting in supporting a good quality of life for our shelter pets, as well as foster animals and the community's pets, by maintaining an organized lot of donations.
- The opportunity to build connections with fellow animal lovers through a fulfilling experience.

Physical Requirements:

- Must be able to stand, walk, sit, talk, hear, stoop, bend, squat, kneel, grasp, grip, lift over 40 pounds, and put fingers together firmly. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.