

Volunteer Opportunity: Volunteer Recruitment Coordinator

Organization: Ohlone Humane Society Wildlife Rehabilitation Center

Location: Remote/Hybrid

Time Commitment: 3-5 hours per week

Position: Non paid volunteer position

Begins: December 2026 – December 2027

Wildlife Rehabilitation Center Program: We take in injured and orphaned urban wildlife from the Tri Cities, rehabilitate them and release them back to the wild.

OHS Mission Statement:

Ohlone Humane Society strives to inspire respect and compassion for all animals, advocate for their interests and welfare, and instill in our community that all living beings have a right to be treated humanely.

Ohlone Humane Society is a nonprofit animal welfare organization that serves the Tri-City area in the East Bay. We care for animals and the community through humane programs and services. Ohlone Humane Society is privately funded and relies on the generous support of our community through donations and volunteering.

Are you passionate about wildlife, community engagement, and creating meaningful volunteer experiences? OHSWRC is seeking a proactive and enthusiastic volunteer recruitment coordinator.

Volunteer Recruitment Coordinator needed to help grow and strengthen our volunteer program for 2027. This is an exciting leadership opportunity for someone ready to make an impact behind the scenes while educating others about wildlife rehabilitation. The current volunteer recruitment coordinator will train and mentor the new person in this role.

Key Duties & Responsibilities

- Recruit 50 new volunteers annually through web, media, and outreach efforts
- Review applications, correspond with applicants, and conduct background checks
- Conduct 4 online orientation classes (90 minutes each) in March & April
- Manage and maintain our volunteer database and shift scheduling systems
- Match volunteers to roles based on skills and qualifications
- Track required California Fish and Wildlife continuing education for all volunteers
- Organize our annual Open House event (October)
- Recruit volunteers to participate Crippsmas Place fundraiser (December)
- Complete a monthly and matrix reports

Skills & Competencies Required

- Public speaking and communication abilities
- Proficiency in Excel
- Excellent organizational and program management skills
- Ability to lead and inspire a diverse team of volunteers

Who Should Apply

- Someone who enjoys working with the public and mentoring others
- Enthusiastic about wildlife education and rehabilitation
- Organized, self-motivated, and comfortable with online platforms

Ready to help us cultivate a strong, inspired volunteer community? Contact us at angela@ohlonehumanesociety.org. Together, we'll give wild animals a second chance—and educate a whole new generation of wildlife stewards.