

Position

BACKGROUND

The background for this job position

JOB FUNCTION

The basic function is to oversee and implement...

WORKING RELATIONSHIPS

Relationship with team members in department

REPORTING RELATIONSHIPS

The X reports to the Y.

DUTIES AND RESPONSIBILITIES:

- Develop ...
- Maintain...

QUALIFICATIONS & SKILLS

- Must have ...
- Excellent people skills.
- Strong written and verbal communications skills.

TIME COMMITMENT

Approx...

EXPECTATIONS

- Contribute to the success of Austin Pets Alive by leading a team through coordinating volunteers, resolving issues, communicating with staff and other team leads to get problems resolved and questions answered.
- Represent Austin Pets Alive! and lead in a polite, responsible, motivational and professional manner.
- Share and promote the culture, purpose, and objectives of APA! internally and publicly.
- Demonstrate respect and kindness towards our animals, staff, clients, donors, and other volunteers, treating each other with courtesy, sensitivity, tact, consideration, and humility.
- Value our role in ensuring the safety of each other, the animals, and the community.
- Recognize and congratulate the achievements of others.
- Endeavor to balance organizational and individual needs.
- Follow all procedures and protocols to the best of our ability at all times, promoting healthy and safe work practices during volunteer projects and training.
- Attend monthly leadership meetings as directed by leadership team, abiding by team agreements regarding attendance and participation.
- Attend Town Halls relating to your specific program.
- Be an active volunteer, using MyVolunteerPage to regularly record hours.
- Represent team concerns, challenges and wins by communicating leadership meeting items with team members. Always share feedback or concerns in a respectable manner.
- Strategically develop a list of team needs, including the number of members necessary, then proactively recruit and build a team to meet the needs of your program and organizational needs.

- Create a culture of civility within your team by refraining/discouraging gossip, negative speak about individuals or the organization, and general negative attitudes.
- Create and maintain a positive working relationship with reporting supervisor through communications and sharing all protocol, job description and training documents.
- Create and maintain a positive working relationship with other team leads, to ensure that all teams are working together for the good of Austin Pets Alive! and its animals
- Use APA! platforms and systems to manage team to centralize protocols and systems.
- Have written protocol on how to verify active team members, as well as how to recruit and train new members.
- Utilize good judgement and not publicly sharing confidential or sensitive information to those outside of leadership.