



DELTA THERAPY DOGS - VOLUNTEER CO-ORDINATOR ALBURY WODONGA

About the Organisation

- **National charity with great growth potential**
- **An opportunity to work with people and dogs**

Delta Society Australia is a national not-for-profit organisation whose mission is to promote and facilitate positive interaction between people and companion animals. Delta operates with one core belief: that the human-animal bond can remarkably improve our quality of life and leave a lasting paw print on our hearts. The Society's work focuses on using that bond to comfort the sick in hospitals and aged care facilities, develop more confident children, teach children about dog safety, and promote reward based training methods to develop happy and contented pets.

We are looking for an energetic and committed volunteer to manage our Albury/Wodonga branch. This role will give someone the opportunity to demonstrate their management skills and professionalism as well as work closely with dogs and their owners to promote the benefits of Pet Therapy.

About The Role

Reporting to the National Manager you will:

New Volunteers

1. Respond to enquiries about the program as well as new applicants who have expressed an interest.
2. Schedule and book assessment and training day venues.
3. Organise assessors and presenters for assessment and training days.
4. Prepare and collate paperwork prior to a new volunteer joining the program.
5. Schedule appointment times for assessments and prepare paperwork for assessors to evaluate dogs on the day.
6. Contact current volunteers and schedule reassessment times and paperwork prior to the day
7. Prepare paperwork for assessment and training of new volunteers including attending and managing the whole process.
8. Present at the assessment day using already prepared presentations.
9. After the assessment of the new teams, you will be required to organise placements of these volunteers into facilities.

Current volunteers

1. Provide supervision and coordination to all current Therapy dog teams (visiting & non-visiting).
2. Coordinate the visiting schedule for all teams.
3. In matters where a concern is expressed about a handler's conduct, capacity and/or performance, meet with the handler, offer support and counselling and try where possible to resolve the problem and/or make recommendations in consultation with your reporting officer on the outcome of the teams involvement in the program.
4. Foster the development of teamwork and cohesiveness amongst branch members.

Facilities

1. Recruit and manage facilities in the program.
2. Contact services on a quarterly basis to ensure their objectives are being met and that ongoing satisfaction with services occurs.

Branch finances

1. Actively participate in fund raising to maintain a viable branch and also encourage all handlers to participate in fund raising.
2. Source, make recommendations and/or undertake grant submission with input from the Fundraising & Marketing Specialist.

General duties

1. Maintain records relevant to the branch operations.
2. Comply with organisational policies and procedures for branch and Delta.

To be successful in this position you will need to:

- Be available a maximum of 15 hours per week to undertake this role (however this may be less in between assessments). This role will require you to have a reliable internet and a PC.
- Available during business hours (for phone calls) and weekends for assessment and training days (2 times a year).
- Have a home office or the ability to perform the role effectively in a workplace environment conducive to the role.
- Bright and bubbly personality and a love for dogs would be desirable.

Location: Albury/Wodonga (working from home)

Duration: Part time (maximum of 15 hours per week) with an initial 6 months' probation (subject to performance)

Costs: Reimbursement of any out of pocket expenses relating to the role and approved by your reporting officer. A mobile phone will be provided as part of this role.

If you are looking for a unique opportunity to join a growing branch, please apply by sending a one (1) page covering letter and a two (2) page resume detailing relevant experience to liz@deltasociety.com.au.

