



**Volunteer Position:** Karma Koffee Coordinator

**Goal of the position:**

To assist the Taysia Blue Siberian Husky Rescue Assistant Foster Director by scheduling volunteers and dogs for monthly Karma Koffee events.

**Reports to:**

- Assistant Foster Director

**Collaborates With:**

- Foster Director
- Foster Volunteers
- Marketing Team
- Karma Koffee staff
- Other members of TBSHR as needed

**Schedule and time commitment:**

- Varies, approximately 2 hours per month

**Location of work:**

- At home-administrative tasks; on-site at Karma Koffee, 156<sup>th</sup> & Dodge

**Core responsibilities:**

- Confirm schedule with Karma Koffee
- Provide Karma Koffee contact with photo of “dog of the month”
- Schedule and confirm foster dog for monthly event
- Arrange for volunteers (1-2) to assist with event, ideally one volunteer to manage the dog and one volunteer to assist with questions
- Coordinate with Assistant Foster Director on preventative distribution
- Coordinate with Marketing team to publicize and inform TBSHR volunteers about event

**Qualifications:**

- Completion of TBSHR Volunteer Orientation
- Completion of TBSHR Foster Training

**Preferred Skills:**

- Basic computer literacy
- Strong organizational skills