



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, 156th & 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