

## Volunteer Role Description - Volunteer Match Maker

Our Volunteer Match Makers help match potential volunteers with roles and tasks in CDPA to help animals!

CDPA is a registered charity dedicated to caring and improving the lives of cats and dogs in Ireland. Our volunteers collaborate with local communities to reduce animal suffering through our Trap-Neuter-Return, foster-rehoming and welfare programmes.

<b>Commitment required:</b>	6 months
<b>Minimum weekly commitment:</b>	4 / 5 hours
<b>Location:</b>	Online

### Role Description

- Create and send the virtual newsletter to all our volunteers
- Collaborate with team leads to identify potential tasks and roles within CDPA
- Draft volunteers roles based on input from team leads
- Advertise positions on the CDPA website, LinkedIn and Volunteer Ireland
- Review applications, shortlist and interview applicants
- Manage and respond the to queries in the volunteer mailbox
- Maintain and update the volunteer records

### Desired Qualities

- Excellent communication, administration and computer skills required along with a desire to help animals
- Excellent organisation skills
- Experience in creating newsletters

### Desired Experience

- Experience reviewing and interviewing is an advantage
- Experience with Google Suite or Excel required

### Other requirements

- Access to own computer

## **As a CDPA volunteer you will benefit from**

- Access to a strong, supportive community of animal rescuers throughout your volunteer journey with the CDPA
- A full induction, comprehensive training & ongoing support
- Ongoing training from an expert team of volunteers
- Opportunities to become involved in other aspects of the charity
- Experience of working in the Animal & Charity Sector

*CDPA is firmly committed to diversity in all areas of our work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.*