

## **Position Description**

**Position Title:** Beesley's Paw Prints Program Manager

**Supervisor:** Vice President Volunteer Center

**Classification:** Hourly Non-Exempt

**Wage:** \$21-23/hour DOE

**Location:** Lee, Hendry, and Glades Counties

**Submit Cover Letter and Resume:** [Patrice@UnitedWayLee.org](mailto:Patrice@UnitedWayLee.org)

**Application Deadline:** January 15, 2025

## **About United Way of Lee, Hendry, and Glades**

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$20 million nonprofit social services organization, with 75+ employees in nine locations with the main campus located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

### **Summary:**

Oversee all aspects of Beesley's Paw Prints Pet Therapy program for United Way of Lee, Hendry, and Glades Counties, including volunteer management, program outreach, public speaking, reporting, and donor relations. Must love dogs and have a passion for promoting animal-assisted therapy.

### **Key Responsibilities:**

- Manage all program operations, including scheduling, volunteer coordination, and partner relationships.
- Recruit volunteers through partnerships with therapy certification organizations, pet-related businesses, and other stakeholders.
- Develop strategies for program expansion, identifying new partners, funders, and service locations.
- Execute an outreach plan, may include weekend/after-hours activities, to promote the program.
- Provide quarterly and annual reports on program performance and regular updates.
- Foster volunteer engagement by planning events, orientations, workshops, and managing the private Facebook group.
- Host and lead team meetings to ensure clear communication and program alignment with partner programs.
- Collaborate with internal United Way programs and United Way agencies to identify volunteers and potential program sites.
- Process and screen volunteer applications.

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- Work with the Marketing Manager to create and align branded materials.
- Manage and recruit foster volunteers for SAFE Paws collaboration.
- Support cross-departmental goals as assigned.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Direct Reports:** None

**Qualifications:** The following requirements are representative of the knowledge, skill, and/or ability required to satisfactorily perform the essential job duties.

**Education/Requirements:** Minimum of BA or BS degree or comparable work experience. A minimum of 2 years of progressively responsible experience in the field of project management, event planning, or volunteer management is preferred. Prior experience as volunteer coordinator for public or nonprofit employer, or prior experience creating and implementing volunteer programs and training is preferred.

**Knowledge** of Customer Relationship Management, Community Relations and/or Sales and Marketing.

**Interpersonal Skills:** Excellent active listening, interpersonal, persuasion, and presentation skills required. Strong problem solving, critical thinking, and judgment skills required. Business writing and supervisory skills necessary. Strong administrative and operational skills essential.

**Language Skills:** Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

**Computer Skills:** Requires knowledge of MS office software and database programs, and video telephony such as Microsoft Teams. Experience with database systems preferred.

**Presentations Skills:** Public speaking and presentation skills required.

**Licenses:** Valid Florida Driver's License

**Other Skills:** Decision-making, problem-solving capabilities, and cultural diversity skills.

### **Physical Requirements & Working Conditions/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. The employee is frequently required

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to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/ or move up to thirty pounds and occasionally lift and/or move up to forty pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

**Licenses:** Valid Florida Driver's License.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

**Additional Information:**

- You will be part of a diverse staff of smart, passionate, and enthusiastic team members and volunteers.
- Experience our high-performance culture that is engaged in exciting and challenging work.
- Apply your knowledge and skills to help solve the community's toughest problems.
- UWLHG offers competitive pay commensurate with demonstrated successful performance and experience.
- Benefits include paid Health and Dental Insurance for employees, 401 (k) Retirement Plan, paid Holidays, and Monthly Accrued Vacation and Sick Leave.

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