



**APA SPCA Volunteer Coordinator Pay Schedule** (Part Time - pay varies, or Full time - \$30k-\$42k)

Pay Schedule as of 12/4/12

Our Board of Directors has mandated that pay to fundraising staff may not exceed 25% of the gross amount raised by each individual. This policy is to insure fair handling of our donors generous contributions.

Our experience is that Volunteer Coordinators perform at varying levels. We have people wanting to participate at a relaxed and part time basis, and those that are highly motivated and career oriented. In order to accommodate everyone, our pay structure is based on production.

**Part Time:** A part time Volunteer Coordinator is one that manages 19 or less volunteers per month. Participation in community outreach programs is optional.

**Part Time Pay:** Volunteer Coordinator is paid \$100 per managed volunteer. Volunteer must be active for 30 days and abide by program guidelines.

**Full Time:** A full time Volunteer Coordinator is one that manages 20 or more volunteers. Participation in community outreach programs is mandatory. Pay starts at \$30k and can be increased to as much as \$42k with regular performance reviews.

Since you will be managing 30 Day Volunteer Fundraisers, we request that you conduct your own a 30 Day Volunteer Fundraiser\* so that you have the proper experience. This is a volunteer position, however, after two weeks you may request a review to be considered for employment. If we are able to approve the position at that point, you may begin working with volunteers that may begin after your 30 Day Fundraiser is complete.

When approved for the position, you would immediately receive the Volunteer Coordinator materials.

\* You may request to be considered for employment without conducting a 30 Day Fundraiser if you have direct comparable fundraising experience. In any case, conducting an APA SPCA Fundraiser is highly preferred.