WEST SHORE
WILDLIFE CENTER

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717-268-9574

Committee Member Position

Background

West Shore Wildlife Center is a rapidly growing wildlife rehabilitation and education center located in Dover, PA providing care for over 2,200 wild animals each year with the goal of returning them to the wild. We are looking for committee members to join our team and volunteer with us on our various committees.

Overview

West Shore Wildlife Center committee members work to advance the wildlife center's mission by providing expertise on focus areas as detailed in each of the committee descriptions. This role is important to the wildlife center's future success and could lead to a future board of directors position as openings permit.

Committee members may consist of current board members, staff, volunteers, and community members. A committee speaks *to* the board, not *for* the board. In other words, committees cannot think and act as mini-boards. Although a standing committee may draft changes to organizational policies and present them to the board for adoption, they do not have the jurisdiction to set board policy.

Please Note: While there will be opportunities to see the wildlife center's work up close, **no animal care or handling is involved with this position**.

Responsibilities

- Ensure that WSWC works on its mission of inspiring coexistence between humans and wildlife.
- Give adequate time and energy to the duties of being a committee member.
- Act in an advisory capacity to the board.
- Serve as an ambassador for our work.

Requirements

- Must be at least 18 years of age.
- Willing to dedicate at least 4 hours of your time monthly to the position.
- Attend at least 50% of scheduled committee meetings (frequency and day/time of meetings will be determined by the committee members; committee meetings will usually be virtual)
- Willing to serve on a committee for at least one year.
- Ability to work independently and effectively as part of a committee.
- Must have a dedication to our mission of inspiring coexistence between humans and wildlife.

Committee Descriptions

Capital Campaign Committee

- The Capital Campaign Committee is the chief fundraising body for the campaign. This group will be actively engaged in developing and implementing strategies to cultivate and solicit the most critical prospects for the success of the campaign.

Strategic Planning Committee

- The Strategic Planning Committee makes recommendations to the board relating to overall organization business policy, long-range strategic plans, and urgent organization strategic issues. The Strategic Planning Committee will develop and implement a five-year strategic plan for the nonprofit organization by considering where the organization is currently, what the organization wants to see happen over the next five years, and will formulate a plan for how to achieve these goals.

Volunteer Coordination Committee

- The Volunteer Coordination Committee shall be responsible for the recruitment and coordination of all volunteer efforts for the organization. The Volunteer Coordination Committee should focus on recruiting, onboarding, retaining, rewarding, and developing volunteers.

Events Committee

- The Events Committee is responsible for creating programming for live and/or virtual experiences. The Events Committee will help coordinate and support in-person and virtual fundraising and programming events. The Events Committee will work to develop and implement new events for the organization.

Grants Committee

- The Grants Committee seeks to identify funding opportunities to prepare and submit grant applications on behalf of the organization. The Grants Committee's duties include identifying potential funding sources, disseminating information, meeting with staff to determine funding needs, collaborating with staff to discuss grant requirements and preparation, and preparing and submitting required application materials.

Application Instructions

- It is highly recommended that you complete the application on a desktop device.
- If you have any questions regarding committee member positions, please reach out to our Executive Director, Emily Garrigan, EmilyGarrigan@westshorewildlife.org.

Committee Member Position Application