

Hope Communities, Inc.
Job Description

Job Title: Volunteer Coordinator
Department: Resource Development
Reports To: Director of Development
FLSA Status: Hourly (10 hours per week)

POSITION SUMMARY

The Volunteer Coordinator is responsible for developing and maintaining a robust volunteer program to support staff and bring new resources to Hope's clients. The purpose of this program, and others at Hope Communities, is to strengthen the impact of the work Hope engages in – furthering its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identifies meaningful volunteer opportunities for individuals and groups. Supports staff in facilitating those opportunities.
- Recruits, orients, and trains volunteers to support efforts across the organization. Serves as the first point of contact for any community members interested in volunteering.
- Facilitates volunteer projects in collaboration with program, property, and administrative staff.
- Supports the Director of Development as needed to secure in-kind goods and services.
- Maintains records of volunteer contact information, interests, skills, and hours worked.
- Manage and update external volunteer postings.

OTHER DUTIES AND RESPONSIBILITIES

- Demonstrates Hope's core values (respect, empowerment, inclusiveness, collaboration, integrity) at all times.
- Attends staff meetings and functions.
- May identify in-kind donation opportunities related to service or goods in the course of working with volunteers
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Direct supervision of volunteers, as well as training of staff to supervise volunteers. No supervision of staff is required.

QUALIFICATIONS

- Exceptional written and verbal communication skills.
- A minimum of two years of nonprofit work experience, with priority on nonprofits focusing on human services and economic opportunity.
- Experience in recruiting, training, and coordinating volunteer efforts.
- Experience and comfort with working with diverse populations. High emotional intelligence a plus.
- Self-motivated and able to multi-task.
- Ability to work effectively with staff, businesses, volunteers, and residents.
- Must be able to read, write, speak, and understand English.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and can regularly travel between program areas in the Denver metro area.

- Solid knowledge of Microsoft Office applications. Experience with Canva, Adobe, and Mail Chimp a plus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret organizational documents. Ability to respond effectively to sensitive inquiries or complaints.

OTHER

- Equipment used, including but not limited to, all office equipment, computer, printer, scanner, and telephone system.
- Access: Stairs or elevator

COMPENSATION

- Salary will be dependent on the extent of skills and relevant experience. Hiring Range: \$19 - \$21 per hour

APPLYING

- Interested applicants should send a cover letter and resume to resumes@hopecommunities.org, marking the subject line of the email as: Volunteer Coordinator position. Please email questions about the job to the same email and we will reach back out to you.