



DENVER URBAN SCHOLARS

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Volunteer Specialist Job Description

Denver Urban Scholars is seeking a Volunteer and Community Engagement Specialist to join our Program team. The Specialist will develop and implement a volunteer recruitment, screening, placement and retention plan across departments. The Specialist will help train volunteers in various roles.

The ideal candidate will have a strong passion for the mission of Denver Urban Scholars and be committed to connecting individuals and groups to meaningful volunteer opportunities within the organization.

JOB RESPONSIBILITIES

- **Volunteer Recruitment**
 - Create and implement an annual volunteer recruitment plan that will lead to ongoing community engagement and achieve all volunteer goals (including mentors, facilitators, group leaders, volunteers for program events, Corporate Partners for career readiness programming, committee members, etc).
 - Create collateral materials, presentations, and other tools to support volunteer recruitment efforts.
 - Identify and attend community and networking events to represent the mission of Denver Urban Scholars and recruit potential volunteers.
 - Promote the mission of Denver Urban Scholars through informational sessions and presentations.
 - Maintain an updated list of volunteer candidates and their interests in order to pair them with appropriate opportunities
- **Volunteer Placement**
 - Coordinate and oversee a volunteer screening process based on Total Screen that includes interviewing and completion of required paperwork (application, background checks, reference checks, hard files, Salesforce records, etc.).
 - Provide oversight of short-term or one-time volunteers for special events and projects in coordination with needs of all departments.
 - Regularly update volunteer policies and procedures and related documentation around volunteer expectations.
 - Work with Curriculum and Events Manager to determine volunteer needs for events, including career fairs, industry exploration days, kickoff/launch courses, mentor roundtables and trainings, etc.
- **Volunteer Retention**
 - Work with Senior Director of Programs, Curriculum and Events Manager, and Program Managers around evaluation and volunteer retention - using Salesforce database for tracking purposes.
 - Host Volunteer Appreciation and Volunteer Recruitment Events.

- Assist the Curriculum and Events Manager with program events and ongoing trainings as needed.
- Volunteer Training
 - With Curriculum and Events Manager, work to ensure that mentor and volunteer training is in line with overall curriculum and executed with fidelity.
 - Organize and facilitate mentor trainings and roundtables.
 - Organize and facilitate other required volunteer training, including event specific role training.
 - Oversee and execute volunteer facilitation training.
- Oversee the Mentor Ambassador Committee; attend other Committee meetings as appropriate.
- Other Duties as Assigned - Non-essential job duties and/or non-related tasks may be assigned from time to time.
- Host Point of Entry sessions (with Development Team) and recruit volunteers to assist as needed.

REPORTS TO

- Senior Director of Programs

JOB REQUIREMENTS

- Demonstrated ability to develop, advance, and sustain positive relationships.
- At least one year of demonstrated experience in the nonprofit sector.
- Interviewing and assessment skills are required. Knowledge of TOTAL Screen or SAFE Screen practices a plus.
- Spanish-speaking skills a plus.
- Experience working with youth and knowledge of Positive Youth Development.
- Experience in facilitation and training adults.
- Experience with Salesforce or other database preferred.
- Ability to prioritize and balance multiple projects.
- Strong leadership and interpersonal skills.
- Valid Colorado Driver's License and reliable transportation.
- Ability to pass a background check

SCHEDULE

- Monday - Friday regular business hours
- Occasional early morning, evening and weekend hours required

TO APPLY:

Send cover letter and resume to hr@denverurbanscholars.org with "Volunteer Specialist" in the subject line. Deadline to apply is 4.15.2018. No phone calls please.