



Position Title: BHGHCO Volunteer Coordinator
Reports To: Program Director
Classification: Part-time, 10-12 hours per week

Date: March 2024
Supervises: non-supervisory
Salary: \$16 an hour

General Description

The Boys Hope Girls Hope of Colorado (BHGHCO) Volunteer Coordinator supports primarily the program team as they guide motivated high school scholars and collegians on their pathways to graduation and beyond. Through year-round programming such as book clubs, career panels, tutoring, and college visits, BHGHCO creates a culture of college ambition and college preparation for students from underserved communities. BHGH high school enrichment also includes service learning, character education, and life skills programming to promote positive youth development. BHGHCO helps scholars transition to college and continues to be a resource for them throughout their college journey. The program team strives to do all of this in a nurturing, respectful, and culturally fluent environment consistent with the values of Boys Hope Girls Hope.

The volunteer coordinator also supports the organization's three main fundraising events, managing volunteers and being volunteer point person.

The volunteer coordinator's responsibilities include recruiting, placing and training of new volunteers, keeping a database of volunteer information, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying BHGH's mission to the public. A successful volunteer coordinator should be meticulous about keeping records and passionate about volunteer work. You should uphold the values of our organization while ensuring the comfort of our volunteers in their positions. The Volunteer Coordinator reports to the Program Director.

Major Areas of Responsibility

- Recruit, train, screen, and supervise new volunteers.
- Collect volunteer information, availability, and skills
- Use marketing tools such as outreach programs, e-mails, social media, and volunteer databases.
- Maintain an up-to-date database.
- Engage with program team to determine volunteer needs.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Match volunteers to opportunities that suit their skill sets and interests, and ensure they understand their responsibilities and receive the proper training.
- Organize training and lead ongoing volunteer training opportunities.
- Provide ongoing volunteer support.
- Keep schedules and records of volunteers' work, locations, and tasks.
- Prepare codes of conduct and operating procedures to uphold the organization's values.
- Coordinate with development team to support major fundraisers with volunteers.

- Ensure the organization's volunteer needs are conveyed to the public.

Critical Criteria

Applicants must:

- Have Bachelor's or Associates degree and one year full-time work with a similar population
- Possess a valid driver's license and a good driving record

Certification in CPR and First Aid will also be required as a condition of continued employment.

Required competencies for success:

- Proficiency in a variety of technology tools and social media platforms
- Ability to communicate clearly and effectively with adults, adolescents, co-workers and supervisors, teachers and other audiences verbally and in writing
- Ability to coach adults and provide constructive feedback to volunteers
- Knowledge of record keeping and professional documentation standards.
- Organizational skills related to record keeping and data tracking.
- Curiosity and a life-long passion for learning
- Professional work habits and dress
- Ability to develop appropriate relationships with diverse populations; highly attuned to issues of equity and inclusion, especially in educational contexts.
- Flexibility to support several activities at the same time
- Conversational fluency in Spanish is preferred, but not required.
- Proficient with Microsoft products. Knowledge of Salesforce and Volunteer Match preferred.

Working Conditions

The position location is a flexible, based on work to be accomplished, could be: remote; the BHGH office; at BHGHCO partner schools; community site. This position requires the ability to travel to area schools, volunteer sites and events. This position makes extensive use of phone and computer to complete work. Regular evening and weekend work are required. Must be able to provide supervision to adolescents in a school, classroom and community setting. It is a 10-12 hour per week position.

To apply, go to: [Apply for Volunteer Coordinator](#)