



## Assistant Volunteer Coordinator Job Announcement

Since 1990, the “I Have A Dream” Foundation of Boulder County (“I Have A Dream”) has helped over 1,000 children from low-income areas achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. The organization sponsors entire groups of students from elementary schools, or from low-income public housing sites, and works with these children and families through high school and through college or other post-secondary education. Currently, there are 12 “I Have A Dream” classes in Boulder County, in Boulder, Longmont, Lafayette and Frederick. The program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 180 projects nationwide have helped more than 15,000 students. For more information: [www.ihaveadreamboulder.org](http://www.ihaveadreamboulder.org)

The Assistant Volunteer Coordinator supports the Director of Volunteers and Volunteer Manager with efforts to coordinate 700+ volunteers for the after-school and summer programs across all Boulder County classes and with matching mentors with students. With support from the Director of Volunteers and the Volunteer Manager, the position will assist with the volunteer recruitment, intake and placement process including: interviewing, screening, training and placing volunteers, attending mentor meetings, completing administrative tasks, and collaborating with program staff and the development team. Approximately 60% of the position is assigned to mentor coordination, 30% is assigned to program volunteer/tutor coordination, and 10% is assigned to outreach and event volunteer coordination. The Assistant Volunteer Coordinator will also assist with providing ongoing problem solving, coaching, and training for volunteers.

The Assistant Volunteer Coordinator reports to the Director of Volunteers. The position also works in direct collaboration with the development and program staff.

### Primary Responsibilities

- **60% Mentor Coordination:** interviewing, screening and matching mentors with Dreamer Scholars; coordinating and attending mentor meetings; coordinating and facilitating mentor manager meetings; assisting with staff volunteer management workshops; processing and collecting background checks, driving records, references and other organization forms; updating records in Salesforce database; creating and updating documents on Google team drive; supporting program staff with case management as requested; coordinating and attending one monthly mentor activity one weekend per month; supporting program staff with volunteer appreciation events/activities as requested; contributing copy for team newsletter published four times/year; distributing annual mentor survey and compiling results; and coordinating distribution of tickets donated through ArtReach and private donors.
- **30% Program Volunteer/Tutor Coordination:** interviewing, screening, and training program volunteers/tutors for program sites; distributing program volunteer/tutor survey after each semester and compiling results; providing general administrative assistance including: processing and collecting background checks and other forms, uploading files to Salesforce database, responding to volunteer inquiries/leads, sending reminder emails to rotating volunteer groups, compiling semester logistics from program sites to update volunteer schedule/matrix by site, and assisting with tracking volunteer hours.
- **10% Outreach and Event Volunteer Coordination:** registering organization for community outreach events; coordinating AmeriCorps service members and volunteer department staff for coverage at events; conducting community presentations as requested; supporting volunteer team with recruiting and coordinating volunteers for special events including IHDF annual fundraisers, annual Boulder County Dreamer Conference, College & Career events, and others.

## **Qualifications**

- Bachelor's degree, preferably in education, social work, or human services, certification in volunteer management, or equivalent experience.
- Prior volunteer management experience.
- Strong leadership, interpersonal and organizational skills.
- Strong knowledge in or experience working with diverse populations, Latinx population, and/or under-represented youth.
- Excellent organizational, analytical, written, oral and interpersonal communication, and presentation skills.
- Ability to work effectively with other employees, community partners, and the Dreamer Scholar community while demonstrating integrity, respect, confidentiality, and collaboration.
- Available to work occasional evenings and weekends (approximately 3-5 evenings/month and/or 1 weekend/month as needed).
- Proficiency with Google Drive, Microsoft Suite, and social media required. Proficiency with Salesforce and CANVA preferred.
- Reliable transportation, good driving record and insurance.
- Ability to lift and transport up to 50 lbs., walk long distances and utilize stairs.
- Bilingual Spanish desired.

## **Compensation**

- Full-time salaried position; salary dependent upon experience level and qualifications.
- Employer pays 75% of employee premium for medical and dental insurance.
- Employer pays life and short-term disability insurance.
- 403b retirement plan (employer contributes 4% of annual salary) after one year of service.
- 15 days of accrued vacation, 10 days of sick and 11 holidays.

**Using "Assistant Volunteer Coordinator" in the subject line, please e-mail a cover letter, resume and salary requirements to: [hr@ihaveadreamboulder.org](mailto:hr@ihaveadreamboulder.org). Applications will be reviewed immediately until the position is filled.**

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