



Diversity Equity & Inclusion (DEI) Volunteer Role Description

PURPOSE: The purpose of the DEI Volunteer position is to support the Volunteer Department staff with their work toward the following goals which are aligned with IHDF's mission and Diversity Equity and Inclusion work:

- Examining and reviewing the department's practices with a focus on DEI
- Creating action plans for implementing improvements to volunteer orientation and training and for offering DEI educational opportunities to volunteers
- Seeking new outreach and recruitment initiatives aligned with the needs of program staff, Dreamer Scholars and their families
- Recruiting volunteers who are representative of the families and Dreamer Scholars served and have shared experiences
- Creating a more diverse team of volunteers with a high degree of cultural awareness and open-mindedness

DEI Volunteers are mission driven, goal-oriented, team players, who run toward a challenge, have a positive attitude, and are passionate about Diversity Equity & Inclusion (DEI) work. These individuals receive satisfaction knowing they filled an essential role for helping to build a stronger, more diverse and culturally aware volunteer base working alongside an amazing Volunteer Department team.

PRIMARY RESPONSIBILITIES: The DEI Volunteer reports to the Director of Volunteer Services and works collaboratively with the entire volunteer department staff and volunteers. Tasks and responsibilities include supporting and assisting the staff with:

- Researching, collecting, organizing and sharing resources for distribution to staff and volunteers and use in the department's quarterly newsletter
- Coordinating and leading small group discussions on books, articles, videos, etc. chosen by the group
- Promoting and tracking partner/cultural walks amongst volunteers
- Coordinating and facilitating DEI activities
- Writing DEI updates and/or feature articles for the department's quarterly newsletter

QUALIFICATIONS/REQUIREMENTS:

Along with a genuine interest in IHDF's mission, this individual must have a desire to increase cultural awareness with a focus on Latinx and underrepresented populations through shared experience, knowledge, and education, as well as a desire to educate others about diversity, equity and inclusion. Experience working with a non-profit in a school or school related program with children is also highly desirable.

- Must have proper equipment to work remotely (i.e. laptop or desktop, secure internet and wi-fi connection, phone access, etc.).
- Flexible hours during IHDF's business hours, Monday - Friday, 9 am - 5 pm in order to attend workshops with the Western Educational Equity Assistance Center and team planning meetings.
- Must be 18 years of age or older

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge and/or experience engaging with volunteers in a nonprofit organization
- Demonstrated knowledge and experience coordinating and facilitating small group discussions focused on DEI
- Exceptional organizational, problem-solving, written and oral communication skills
- Versatility, flexibility, and a willingness to work remotely, virtually, independently as needed and within constantly changing priorities with enthusiasm and a positive attitude
- Comfortable approaching individuals to share opportunities
- A commitment to maintain confidentiality as appropriate and/or in accordance with policies and procedures
- Ability to inclusively collaborate with other departments and external partners as needed
- Demonstrated experience and proficiency utilizing Microsoft Office Suite, Google Suite, Zoom or Google Meets.
- Ability to commit for at least one year or two academic semesters
- Bilingual in English/Spanish preferred
- Work study and interns are encouraged to apply
- This is a volunteer/unpaid position

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong cognitive, mediating, and troubleshooting skills. Position is primarily sedentary. Must be able to talk, read, and communicate effectively.

PERKS/BENEFITS:

- Lots of support, recognition and appreciation!
- Knowing you made a vital contribution to support a worthwhile mission to empower children from low-income communities to succeed in school, college, and career.
- Research shows that volunteering has a positive impact on mental health! [Learn more.](#)
- Volunteering changes lives!

Please apply online at <https://bouldercounty.ihdf.org/volunteer-application-2/> and submit a resume addressing qualifications and experience, availability, and a personal equity statement to: Carla Maniscalco, Director of Volunteers at carla.maniscalco@ihaveadreamboulder.org and reference DEI Volunteer in the subject line.

TESTIMONIAL AND PHOTO:

“Absolutely volunteer! I have had jobs that I did not want to go to, I never feel that way helping out with “I Have A Dream.” It is a great experience, helping others with their education is very rewarding, and you meet interesting people.” - Natalie Claire Bremer, IHDF Volunteer

IHDF Volunteer Disclaimer & Equal Employment Opportunity/Unlawful Harassment:

Upon completion of the volunteer intake process, anything you have shared on your application and during the interview could be shared at the discretion of the staff at “I Have A Dream” Foundation with the Program Director (PD), CEO, Sr. Directors, and/or program staff if necessary. In addition, there is no guarantee of your approval as a volunteer, nor is there a guarantee “I Have A Dream” Foundation of Boulder County will be able to assign/place/match you. During any time of the intake process and/or the volunteer experience, we reserve the right to dismiss and/or terminate candidates and active volunteers at any time without an explanation or reason.

The “I Have a Dream Foundation” (IHDF) organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers, customers, clients, vendors, consultants, etc. Any questions, concerns or complaints will be taken seriously and fully investigated.

Approved: 08/3//2020