



Tutor Volunteer Coordinator Job Description

GENERAL PURPOSE: The purpose of this position is to support the strategic plan, coordination and administration of IHDF's tutor volunteer and outreach programs to ensure program goals and strategic plan are met while adhering to an approved budget.

PRIMARY RESPONSIBILITIES

The Tutor Volunteer Coordinator is a support role responsible for assisting the Program Volunteer Coordinator with coordinating 300+ program volunteers and tutors, work study students, interns, and independent contractors hired as paid tutors, assigned to multiple classes/cohorts across Boulder County to support program staff with delivering after school and summer programs to the students and families served by IHDF. Additionally, this position is responsible for supporting the Volunteer Department team with its outreach and recruitment initiatives and for achieving program goals.

The Tutor Volunteer Coordinator will work collaboratively with members of the department team, along with program site staff and AmeriCorps service members, while simultaneously assisting with the coordination of all aspects of the following processes: volunteer intake, screening, training, placement, scheduling process, general supervision, appreciation, and program evaluation, to maximize impact in alignment with the mission.

The position is full-time nonexempt and reports directly to the Program Volunteer Coordinator and indirectly to the Director of Volunteer Services. Duties include, but are not limited to the following:

- Tracking incoming volunteer applications and forwarding to appropriate team members
- Responding to volunteer inquiries and all requests for follow-up
- Coordinating the volunteer intake and orientation process for assigned volunteers
- ~~Supporting Program Volunteer Coordinator with~~ Interviewing, screening and training volunteers
coordinating, facilitating, and note taking at tutor manager meetings
- Supporting the team with volunteer management training for staff and AmeriCorps service members
- Processing and collecting background checks, driving records, references and other organization forms
- Creating, updating and maintaining volunteer records in Salesforce database
- Running Salesforce reports and writing reports as requested by Director of Volunteers and Program Volunteer Coordinator
- Creating, updating and maintaining documents, outreach materials and manuals on Google team drive

- Supporting program staff with supervision/case management of tutors as requested
- Supporting department staff with volunteer outreach/recruitment plan, developing new initiatives to enhance and expand volunteer support and tracking rate of return from event participation
- Conducting training and outreach presentations
- Supporting department staff with volunteer appreciation and nominating volunteers for awards
- Supporting recruitment efforts utilizing traditional media, social media and online portals
- Attending outreach events and volunteer fairs to secure tutors, work study students, interns and Independent Contractors (paid tutors) for academic programming and for other volunteer opportunities within the organization
- Cross-training with Program Volunteer Coordinator to provide backup support for managing work study students, paid interns and paid tutors (Independent Contractors)
- Creating, distributing, analyzing and summarizing surveys as requested
- Creating content for department newsletter (4 times/year)
- Running reports from Salesforce database and provide summaries as requested
- Providing ongoing volunteer recognition and appreciation including nominating volunteers for internal and external awards
- Participating and attending team and all-staff meetings and trainings, annual retreat, outreach/recruitment events, volunteer appreciation events and other required events/activities. Attending conferences or other external professional development opportunities as resources allow.

QUALIFICATIONS

Education

CVA or CVM, and/or Bachelor's degree, preferably in education, social work, human services, non-profit management or equivalent experience

Experience

- 1-2 years prior volunteer management/coordination experience preferably with a non-profit
- Hands on experience conducting presentations and training adults

Knowledge Skills and Abilities

- Strong interpersonal and relationship building skills
- Strong knowledge in or experience working with culturally diverse populations, Latinx population, and/or under-represented and marginalized youth
- Excellent organizational, analytical, written, oral communication and presentation skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities and to work with direct supervision with enthusiasm and a positive attitude
- Demonstrated 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 to facilitate volunteer training sessions – approximately 5-6 times at the beginning of each semester (fall, spring and summer)
- Proficiency with Google Drive and Microsoft Suite required
- Proficiency with social media, Salesforce and CANVA preferred.

- Reliable transportation with a good driving record and insurance. Use of personal vehicle required to attend external program sites, meetings, outreach and fundraising events.
- Genuine interest in the mission of “I Have a Dream” Foundation
- Bilingual Spanish/English desired

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong problem-solving, analytical, cognitive and decision making skills needed. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively. Ability to lift and transport up to 50 lbs, walk up to ½ mile transporting supplies, and navigate stairs.

COMPENSATION:

- Competitive salary, commensurate with experience
- Employer pays 75% of employee premium for medical and dental insurance
- Employer paid life and short-term disability insurance
- Flexible Spending Benefit Plan
- 403b retirement plan (employer contributes 3% of annual salary)
- 15 days of accrued vacation, 10 days of sick and 11 holidays

HOW TO APPLY:

Submit cover letter, resume, and any supporting documents to the I Have a Dream Boulder Human Resources Department at hr@ihaveadreamboulder.org or to the CEO/Executive Director, Dr. Perla Delgado at perla.delgado@ihaveadreamboulder.org

Equal Employment Opportunity/Unlawful Harassment

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.