



***VOLUNTEER PROGRAM SPECIALIST (part time)  
JOB DESCRIPTION***

**GENERAL DESCRIPTION OF POSITION:** Developing, coordinating and executing a comprehensive outreach plan to build awareness of the volunteer opportunities that are available at Early Connections and grow the volunteer program.

**APPLICATION INSTRUCTIONS:** Submit resume, cover letter, and at least 3 professional references by email to [LDenson@earlyconnections.org](mailto:LDenson@earlyconnections.org).

**RESPONSIBLE TO:** Vice President of Community Engagement

**FLSA CLASSIFICATION/STATUS:** Non-exempt

**QUALIFICATIONS:**

- Bachelor's degree or equivalent plus experience in volunteer management
- Excellent interpersonal skills to work well in a team environment
- Positive, self-starter attitude
- Demonstrated ability to work with minimal supervision
- Computer knowledge and practical skills to include word processing and spreadsheets
- Strong written and oral communication skills
- Creativity and flexibility a must.
- Ability to think proactively, prioritize and take initiative.
- Knowledge of local community resources and agencies
- Demonstration of the following qualities: self-motivated, self-directed, able to make good judgments, reliable, and dependable.
- Professional demeanor in behavior and dress.
- Successful completion of a pre-employment drug test and background check.
- Fingerprints and background inquiry with Colorado Department of Human Services for clearance to work with children.
- Must have own reliable transportation.
- Excellent driving record upon hire and continued excellent driving record to meet employer's insurance carrier's standards.
- Job requires the ability to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. or force frequently, and/or a negligible amount of force of up to 10 lbs. constantly to move or manipulate objects.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.

- Use of the English language to write simple, compound and complex sentences, using print and cursive style. Writes reports, essays, prepares business letters, reports, summaries, manuals, instructions, procedures, etc. using prescribed format and conforming to all rules of punctuation, grammar, spelling, and style.
- Speaks clearly and distinctly with poise, appropriate pauses and emphasis, voice control, and confidence, using correct English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

**RESPONSIBILITIES:**

- Manages the volunteer program in accordance with volunteer policy and procedures manual
  - Including, but not limited to:
    - Interviewing and placing volunteers
    - Coordinating and conducting orientation and training for volunteers
    - Developing volunteer opportunities
    - Training staff to work effectively with volunteers
    - Maintaining all volunteer records
    - Assisting with the development and implementation of marketing and recruitment for the volunteer program
    - Designs and implements an evaluation process for the volunteer program
    - Develops and implements a recognition and appreciation program for volunteers
- Management of Program Support Coordinator(s) in volunteer program
- Management of the Foster Grandparent program
- With Marketing & Events Director, management of Stockings for Kids program
- Performs other duties as required.

**I have read this job description. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

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**Employee's Signature Date**

**I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.**

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**Supervisor's Signature Date**