

Closing Date: July 6, 2018

**Volunteer Program Coordinator
The Gathering Place**

The Opportunity:

Are you passionate about making an impact on the Denver community? The Gathering Place is Denver's only day-time drop-in center for women, children, and transgender individuals experiencing poverty, some of whom are homeless.

The Gathering Place relies on approximately 200 volunteers in all areas of the organization to fulfill our mission. Through excellent coordination of these volunteers, you will help the members of The Gathering Place access the basic daily resources that are so needed, while also fostering a community of hope.

Your goal is to ensuring that the volunteer program at The Gathering Place runs smoothly and efficiently on a day to day basis, while making sure that volunteers are meeting our evolving organizational needs.

What you'll do:

- Spend 40 hours a week making a difference in the lives of our members by building them a community of support with our many volunteers.
- Deliver exceptional customer service to current and potential volunteers.
- Serve as the leader and primary contact for volunteer group activities, such as tours, fairs, meal sponsorships, and special events.
- Work collaboratively with Program Managers and other staff to determine volunteer needs, schedules, training, and level of support required.
- Assist in the ongoing recruitment of new volunteers.
- Implement appropriate screening procedures for potential volunteers.
- Be the first point of contact and guide for new volunteers of The Gathering Place.
- Ensure volunteers are given appropriate training to be successful in their positions.

What we'll do for you:

- Give you an opportunity to be part of a well-established agency that is making an impact on the Denver community.
- Provide an engaging, challenging, and inspiring role that will use your talents and advance your skills.
- Listen to your ideas and implement ones that align with our mission and resources.
- You'll collaborate with and report to The Volunteer Program Manager, to develop strategies for volunteer recruitment and retention.
- Offer you a chance to change the world!

Who you are:

- Someone who has excellent communication skills, both written and oral.
- A highly organized person with great attention to detail.
- You feel comfortable engaging with large groups in an enthusiastic and welcoming manner.
- A self-starter with an ability to work in a collaborative environment.

- A creative and resourceful thinker.
- You encourage feedback and are eager to implement changes to produce the best possible product.
- You have at least one year of experience managing or coordinating volunteers.
- You have a bachelor's degree in a Human Services field.

Compensation: Pay starts at \$13.90/hour, or more depending on experience.

Hiring Process: The First round is a phone interview; the second round consists of sample written communications; final candidates will undergo in-person interviews and a reference check. If you are offered employment, hiring will be contingent upon passing a criminal background check.

To Apply:

E-mail resume and cover letter to:

Ashley Boland

Volunteer Program Manager

ashley@tgpdenver.org

1535 High St, Denver, CO 80218

No phone calls please.

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.