



of Metro Denver

GIRLS INC. OF METRO DENVER *Inspiring all girls to be **STRONG, SMART and BOLD.***

Job Description/Announcement

Position: Volunteer Manager
Reports to: CEO
Location: 1499 Julian Street, Denver, CO 80204

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others. Learn more at www.girlsincedenver.org

Position Summary: This position is responsible for managing volunteerism for Girls Inc. of Metro Denver. The position recruits, trains, manages and stewards volunteers and the internship program. Annually, Girls Inc. of Metro Denver recruits more than 200 recurring volunteers to help support ongoing programs and coordinates large group projects and one-time volunteer opportunities.

- **Individual Volunteers:** Recruit, train, support and retain weekday, weekend and summer volunteers.
- **Corporate and Group Volunteers:** Coordinate projects and volunteer experiences for large groups and one-time volunteers.
- **Internships:** Build and manage university, college, and other school partnerships to pipeline talent into our internship, fellowship, and work-study programs.
- **Volunteer Training:** Facilitate volunteer role training for all new volunteers and co-facilitate anti-oppression training for all girl-facing volunteers, staff and board members at Girls Inc. of Metro Denver.

Status: This is a full-time, exempt, salaried position based at Girls Inc. of Metro Denver with a salary range of \$51,000-\$63,000 annually depending on skills and experience.

Schedule: This position is in office to support volunteers with flexible scheduling. Includes some early mornings, late weekdays and weekends, seasonal hours can vary.

Benefits:

- **A supportive work environment** with flexible work hours, schedule, and comp time, professional development funds allocated to each full-time staff member, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one checks ins, and coaching with external consultants.
- **A culture of care** with paid family and medical leave, wellness program with cash incentives, sabbatical benefits, organization-wide retreats and team bonding events, generous paid time off, sick leave and at least 13 holidays per calendar year, quiet weeks where office closes to the public, and an employee emergency assistance fund.
- **A comprehensive benefits package** including 403b retirement plan including 3% employer contributions (no match requirement), high quality employer sponsored health plan (paid at 100%) with Dental/Vision additions available, Flex Spending, and additional life, cancer and hospital & accident insurance available

Required Skills:

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).



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- **Volunteer Management & Training:** Demonstrated ability to lead a volunteer program from the conducting program needs assessment, to recruitment, communication, engagement and retention. Confidence facilitating trainings for adults. The ability to inspire, stimulate and support volunteers through a feminist, anti-racist and anti-oppression lens.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and a fast-pace that comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

Required Experience:

- Experience implementing best practices in volunteer management.
- Experience developing and maintaining community partnerships.
- Experience in youth work or related field.
- Experience facilitating trainings.
- Experience working with community in formal and informal settings.
- Supervisory experience (of staff or volunteers).

Required Qualifications:

- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old) with at least 2 years of driving experience.
- Access to a personal vehicle to travel to volunteer recruitment opportunities throughout Metro Denver. Mileage reimbursement provided.
- Verification of COVID-19 vaccination.

Job Duties:

- Conducts organizational and department needs assessments for volunteers on an ongoing basis.
- Responds to requests for volunteer information and community engagement from external constituents in a timely, helpful and friendly manner.
- Manages and maintains volunteer recruitment and community engagement strategies.
- Creates and cultivates partnerships with corporate volunteer programs.
- Creates and supports the development of agency volunteer positions.
- Conducts volunteer interviews and identifies suitable placement.
- Designs and conducts multiple volunteer orientations and trainings throughout the year.
- Provides support and supervision to volunteers.
- Provides GIMD staff with support and training on how to successfully utilize and support volunteers.
- Maintains and updates volunteer policies and procedures.
- Oversees safety of all volunteer work in agency.
- Creates and oversees group volunteer projects with agency.
- Coordinates partnerships with volunteer placement, work-study placement, and service learning placement offices at local universities and schools.
- Evaluates volunteer program and community engagement on a regular basis.
- Represents Girls Inc. of Metro Denver at volunteer and informational fairs.
- Creates and implements volunteer recognition program.
- Manages and submits website updates GIMD's volunteer page.
- Maintains daily and/or weekly contact with volunteers through a variety of methods.
- Updates and manages contact information and logging of volunteer hours in the Volunteer Database.



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- Perform other job functions as needed.

Application Requirements: Please complete the application form, which includes uploading your resume, at <https://forms.gle/x3Sdztf8eakb7pw59> (case sensitive.) No cover letter needed. No phone calls, please.

Application Deadline: Positions will remain open until filled.

Application Process: Our interview process takes approximately 2-3 weeks from the day you submit an application.

Organization Summary:

Direct Service: GIMD serves over 2,500 girls and youth each year through comprehensive, research-based programs that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round programs to girls in kindergarten through college that are delivered by trained, mentoring professionals in a positive all-girl environment.

Advocacy: GIMD is committed to advancing the rights and opportunities of all girls and young women, to eliminating the barriers girls face, and reforming the systems that impede their success. We approach this work through an equity lens focused on girls' inherent strengths and centers on girls facing multiple, intersectional challenges.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.