



of Metro Denver

Inspiring all girls to be strong, smart and bold

Job Title: Volunteer and Special Events Assistant

FLSA Status: Part-Time, Non-Exempt, 20 hours per week

Department: Development

Reports to: Manager of Volunteer Programs

Effective Date: April 2024

Position Summary:

The volunteer team at Girls Inc. of Metro Denver (GIMD) welcomes our community and corporate partners, interns, and individual donors and volunteers into our mission, programming, and day-to-day operations. They are often the first point of contact for those who want to get involved in supporting girls and bring a passion for hospitality, service, and creating meaningful hands-on experiences. The volunteer team collaborates with teams across GIMD to develop projects, execute events, and facilitate authentic engagement.

Supervisory Responsibilities:

None

Duties/Responsibilities:

Group Volunteer Planning and Implementation (60%)

- **Facilitate hands-on and skilled group volunteer opportunities** to meet both organizational and corporate partnership goals. Under the direction of the Manager of Volunteer Programs, independently lead group activities.
- **Support project planning**, including regular organizational needs assessment, volunteer registration, and assisting with project communication to corporate partners, in concert with Development Team.
- **Support day-of execution of projects** and events to ensure volunteers are utilized and engaged throughout the duration of their time at Girls Inc. of Metro Denver.
- **Welcome and engage individual and group volunteers** by presenting the mission of Girls Inc. of Metro Denver and showcasing the impact their time will make for the organization.

Special Event Volunteer Support (30%)

- **Assess special event needs and develop volunteer plans** to support the preparation, execution, and tear-down or follow-up for the events.
- **Collaborate with Program Team** to ensure alignment on tasks, timing, and volunteer needs and expectations.



of Metro Denver

- **Day-of execution** of volunteer support at special events, including day-of logistics and serving as volunteer point of contact onsite.
- Annual special events include: Girls & Science, Girls thINC Outside the Box quarterly box builds, Mother's Day Tea, College Shower, Eurekathon, Summer Carnival, Fall Dinner, Winter Wonderland.

Program Administration and Organizational Support (10%)

- **Enter volunteer data** in Salesforce CRM (ex: volunteer attendance and hours)
- **Assist in preparation and execution of volunteer trainings**, including materials preparation, coordinating catering, attendee registration/check-in, volunteer photos
- **Daily administrative duties** such as expense reports, data entry, and general office tasks
- **Assist with upkeep of shared spaces** (ex: organize, clean, report repairs, etc.)
- **Fully engage in training**, team and staff meetings, and other learning activities.
- **Perform other job functions as needed.**

Required Skills/Abilities:

- **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).
- **Group Facilitation:** Ability to facilitate groups ranging from 5-20 volunteers, including providing direction, shifting priorities as needed, and ensuring engagement throughout the activity.
- **Be a Champion of the Brand:** Ability to share GIMD's mission and programmatic work, relating the volunteer experience to our impact and capacity as an organization.
- **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 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.

Experience:

- € Experience facilitating programming for groups of at least 15 participants.
- Experience working with external nonprofit stakeholders.
- Experience working in positive youth development settings.

Physical Requirements:

- Ability to be actively standing, walking, or moving for prolonged durations.
- Must be able to lift up to 50 pounds at times.



of Metro Denver

- Working outside in varying weather conditions,
- Operating small equipment (power tools, lawn and garden tools, etc.)
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Additional Requirements:

- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with a driving record that allows employees 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 project sites in Metro Denver. Mileage reimbursement provided.

Compensation Range: \$19.00-21.00 hourly

To Apply: please submit your application [here](#).