



Job title: Volunteer Program Associate

Reports to: Volunteer Program Manager

Status of position: Full time - 40 hours per week

Primary Responsibilities:

- This position will be key in nurturing and cultivating the Shelter's current volunteer base while expanding the network to meet the needs of new programs and opportunities
- Identify ways to improve our volunteer systems to enhance Shelter operations
- Participate in monitoring day to day volunteer schedule and operations of the program.
- Maintain effective collaboration with the kitchen, Program, and facilities staff.
- Participate in volunteer recruitment tours and trainings.
- Participate in routine communications with volunteers by phone, email, and in person.
- Accurately maintain volunteer statistics and the volunteer database.
- Assist with the planning and implementation of volunteer recognition.
- Serve as a role model for volunteers.
- Embrace the organization's mission while upholding its core values: Treating all with dignity, achieving results through competence and creativity, offering support and opportunity, and practicing responsible stewardship.
- Other duties as required to enhance the volunteer program.

Qualifications:

- Experience as Shelter Program Staff preferred.
- Excellent interpersonal skills; strong written and verbal communication.
- Excellent organizational skills and attention to detail.
- Some schedule flexibility required and will include some daytime and evening hours.
- Computer skills required: Microsoft Suite; some database experience.
- The person in this position communicates with volunteers and staff and must be able to exchange communication frequently. Physical Demands: This position works in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds. Must be able to remain seated in front of a computer for up to 80% of shifts.

Compensation:

\$24.15 per hour

Comprehensive benefits package that includes: health, dental, life, disability insurance, retirement plan, paid time off, and a subsidized Eco Pass.

To Apply: please submit your resume and cover letter to Lily Brown, lily@bouldershelter.org.

The Boulder Shelter for the Homeless is an, Equal Opportunity Employer

