

ROLE DESCRIPTION

Position Title: Volunteer & Event Coordinator	
Reports to: Director of Community Impact	
Salary: \$18 - \$20/hour	
Location: Pikes Peak United Way – Main Office/FSC	Division: Community Impact
Classification: Part Time, 20-25 hours/week, preferred 5 hours daily	Supervises: N/A

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter, and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Manage relationships with vendors, staff and the event lead for all areas of the event.
- Manage the volunteer platform for volunteer recruitment, management and communication, to include but not limited to:
 - Qualify the opportunities that are posted.
 - Answer questions regarding the tools, the process and volunteerism.
 - Recruit volunteers and publicize volunteer opportunities.
 - Develop relationships with other nonprofit agencies who host volunteer opportunities.
 - Promote the web-based Volunteer Solutions software.
 - Work with Director of Community Impact to schedule necessary social media posts, recognitions, etc. with AdPro
- Manage all food distribution planning, execution and follow up activities.
 - Ensure volunteers are scheduled, coordinated and thanked in a timely manner.
 - Work with Director of Community Impact for food requests with Care and Share.
 - Complete all data tracking and reporting in a timely manner.
- Manage internal volunteer coordination at Pikes Peak United Way.
 - Manage internal volunteers in coordination with Pikes Peak United Way events.
 - Responsible for screening and placement of internal volunteers and ensure they are trained, evaluated and recognized by department supervisor.
 - Responsible for recruiting daily, weekly, seasonal and other volunteers as needed.
 - Provide assistance for community events and activities.
- Coordinate appointments and scheduling of events on the calendar.
- In coordination with RD and Marketing, develop, enter and maintain donor information, event invitations and participant lists on appropriate technology databases.
- Keep track of event finances including check requests, invoicing and reporting.
- Ensure that all logistics for the internal and external events of PPUW and duties are carried out through the end of the event.
- Create and manage internal and external meeting invites.
- Provide volunteer coordination and recognition for special events.
- Provide direction to volunteers for special event duties.
- Create, prepare and distribute event/project tasks, after action reviews and supporting documents.
- Other duties as assigned.

JOB QUALIFICATIONS:

- Strong work ethic with emphasis on integrity and accountability.
- Excellent interpersonal, organizational and communication skills.
- Reliability to complete required tasks in a prompt, effective and efficient manner.
- Strong computer and analytical skills; previous donor database experience helpful.
- Professional demeanor and appearance.
- Extraordinary customer service and high expectations for quality.
- Ability to keep current with trends in event strategy in support of PPUW and personal/professional development by participating in conferences, workshops and other training opportunities.
- Positive and can-do attitude at all times.
- Must be a team player and have the ability to work with a diverse group of individuals (ranging from executives, corporate leaders, community stakeholders, agency partners and volunteers), work in a team environment and be self-motivated.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIROMENTAL FACTORS:

Business office environment: professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver’s license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.