



Mile High United Way CAREERS

Mile High United Way Coordinator, Volunteer Engagement – School Partners

Organization Profile

Working side-by-side with the community, Mile High United Way takes on the biggest, most complex issues facing Metro Denver. Our united approach changes the odds for the children, families, and individuals in our community, and moves them out of poverty. We do this because we believe every child has the right to a safe and stimulating place to learn, and that when every youth in Metro Denver graduates prepared for a career or college, our community is stronger. We also know that when people don't have their most basic needs met, longer-term goals, like finding financial stability, are out of reach. And when we work together, we make a lasting, sustainable impact on our community.

Position Concept

Mile High United Way has an opening for a Coordinator, Volunteer Engagement - School Partners on our Resource Development team. This position is responsible for bringing together companies, organizations, and community groups with local schools in order to help elementary school students develop positive adult mentor relationships, develop a love for reading, strengthen reading skills, and expose students to different career paths. The Coordinator, Volunteer Engagement - School Partners serves as the community liaison between volunteer groups and schools participating in the Power Lunch program. The Coordinator will support volunteers and students during literacy sessions as well as other volunteer engagement opportunities provided by Mile High United Way.

Essential Responsibilities

- Responsible for communicating and providing direct guidance to partners and volunteers participating in the Power Lunch Program.
- Responsible for development and implementation of all program logistics including but not limited to: volunteer transportation, class schedules, volunteer-student pairings, appreciation and special events orientation and trainings as well as weekly communications throughout the term.
- Work directly with school teachers in program planning, volunteer interactions, and periodic student assessment (informal) to ensure positive experience and program success.
- Collaborate with school district stakeholders as needed and participate in community literacy nights and other school based programs at schools where the Power Lunch program is currently, or may be in the future, implemented.
- Responsible for the management of volunteer activities including maintaining accurate information on the number of volunteer and student participants, volunteer hours, successful sessions, student, volunteer and teacher satisfaction, and overall student progress.
- Develop a strong knowledge of where and how volunteers can engage in the Denver metro community in order to address issues of poverty and personally participate in such opportunities throughout the year.
- Coordinate volunteer acknowledgement and recognition in partnership with the Donor Experience team.
- Expand and coordinate internal volunteer efforts specific to all Mile High United Way programs.

Qualifications

EDUCATION:

- Bachelor's degree in social service-related field or equivalent combination of education and direct related experience.

EXPERIENCE:

- Minimum of 3 years of direct related community service or volunteer program coordination
- Knowledge of volunteer principles and evaluation techniques related to programs that involve a team of volunteers
- The ability to communicate with, supervise, and empower volunteers to be effective in their roles

Note

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

TO APPLY – SUBMIT RESUME/COVER LETTER TO: resumes@unitedwaydenver.org with Coordinator, Volunteer Engagement - School Partners as the subject line.

Mile High United Way is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact us to request accommodation in the application process.

We use e-Verify to verify the identity and employment eligibility of all persons hired to work.



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