



Project Angel Heart Seeks Volunteer Resources Coordinator (II)

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

Position Summary: Coordinates pieces of Project Angel Heart's volunteer program, including recruitment, scheduling, and recognition of agency volunteers. Coordinates recurring volunteers for the kitchen, packing/distribution, office, meal delivery, groups, and events

Amount of Time and Status: Full-time, exempt; Monday - Thursday, occasional evenings required

Reports to: Volunteer Resources Manager

Essential Responsibilities Include:

- Schedules volunteers and collaborates with agency staff to ensure adequate volunteer support in the kitchen, distribution, and office areas
- Communicates and schedules corporate, social, service, and other volunteer groups. Orients, trains and manages onsite groups as needed
- Serves as the departmental representative for communications including updating the volunteer website pages and writing articles for the agency e-newsletter
- Facilitates multiple monthly new volunteer orientations and assures all orientation materials are updated
- Communicates with prospective volunteers about available volunteer opportunities to determine a good fit
- Provides training and supplemental tutorials to new kitchen assistants, meal delivery drivers, office assistants, and distribution volunteers
- Maintains and enters accurate volunteer constituent records in agency database with actions, notes, communications, job assignments, and active/ inactive status updates
- Represents Project Angel Heart at volunteer fairs, intern fairs, and other community outreach events
- Assists Volunteer Resources Manager in recruitment and training of new volunteers
- Collaborates with the Volunteer Resources Manager and VR team to ensure that, in all instances above, volunteers are effectively and meaningfully engaged, the agency's needs are met, and volunteers are appropriately recognized (with retention rates reflecting a successful program)
- Other duties as assigned

Preferred Qualifications:

- Passion for volunteerism, community engagement, and Project Angel Heart's mission
- Minimum two years' experience in volunteer management, human resource management, or related field
- High computer proficiency and accuracy; experience with Microsoft Office, Google® Docs, and Calendars
- Exceptional detail orientation, accuracy, dependability and trustworthiness
- Spanish speaking language skills and/or fluency a plus
- Ability to balance and prioritize a varied workload with somewhat-frequent interruptions, strong organizational skills necessary
- Excellent and concise verbal and written communication and follow-through skills
- Ability to maintain confidentiality and work in a diverse environment
- Self-motivation and ability to work with little direct supervision
- Experience with Blackbaud's The Raiser's Edge database preferred
- Valid Colorado driver's license and own transportation

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include sitting at a desk and working on a keyboard and computer several hours a day and conducting business over the telephone, fax, and copy machine. Also requires driving a vehicle on an as-needed basis, moving agency materials up to 45 pounds, and moving materials up to 45 pounds in and out of vehicle. The occasional event-related work involves long hours standing while directing volunteers and interfacing with volunteers, guests, and donors. This position requires the ability to enunciate clearly and interface professionally with the public

Compensation:

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:

Please submit resume and cover letter via e-mail only to jobs@projectangelheart.org. No phone calls please. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately