



# POSITION DESCRIPTION

**Job Title:** VGF Volunteer Coordinator–Douglas County

**UWKV Mission:** Creating and cultivating an unbreakable network of support for a strong, healthy, and equitable community.

**Reports to:** Director of Douglas County Initiatives, Lawrence Office

**Job Level/Status:** Part-time

**Division:** Community Impact

## POSITION SUMMARY

The VGF Volunteer Coordinator supports United Way of Kaw Valley’s (UWKV) volunteer engagement strategies, programs and partnerships. The VGF Coordinator works in partnership with the Director of Douglas County Initiatives to promote and execute volunteer and leadership programs that effectively support UWKV’s mission and community impact goals and increase participant’s affinity for UWKV. Additionally, the Coordinator manages activities that provide meaningful opportunities for community engagement throughout Douglas County.

## Job Responsibilities and Duties

- Manages, recruits and retains volunteers for UWKV
- Builds community capacity to plan, lead and effectively manage volunteers by providing training, consultation and technical assistance to key community partners
- Manages and trains users on best practices of the [kawvalleyvolunteers.org](http://kawvalleyvolunteers.org) (GalaxyDigital) platform

Topeka Office  
1527 SW Fairlawn Rd., Topeka, KS 66604

Lawrence Office  
1127 Iowa St., Lawrence, KS 66044

785.273.4804  
[uwkavalley.org](http://uwkavalley.org)





- Prepares and maintains accurate records, reports and materials including database information
- Provides training and technical assistance necessary for volunteers contributing to the success of programs or projects, including MLK professional development and Board Leadership Training for DGCO
- Represents UWKV at various community events and, as required, speaks on behalf of UWKV
- Assists Director of Douglas County Initiatives in planning large scale events, such as Nancy Perry Day of Caring
- Represents UWKV at meetings and collaboratives, such as MOVE (Managers of Volunteer Engagement) and Douglas County VOAD (Voluntary Organizations Active in Disaster)
- Assists Director of Douglas County Initiatives in management of volunteers in times of disaster
- Assists Director of Douglas County Initiatives in special events, such as Back2School Drive and Day of Giving
- Executes all grant requirements and documentation
- Completes special assignments and projects as needed

## **IMPORTANT INFORMATION**

- This is a renewable part-time grant funded position
- Must agree to and pass a criminal history and sexual offender background check
- In collaboration with the Communications Director, must have the ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets



- Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details
- Must have the ability and desire to meet, develop relationships, and work with a variety of people
- Expected to have a commitment to excellence and to the mission of UWKV
- Must accept and abide by UWKV Code of Ethics and confidentiality requirements, along with the Association for Fundraising Professionals Code of Ethical Standards
- Accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

## **JOB REQUIREMENTS**

**Education: High School Diploma or GED**

### **Skills**

- Advanced computer abilities
- Technical and analytical skills
- Strong communication skills
- Strong public speaking skills
- Strong planning and organizational skills
- Time management

### **Experience**

- Experience working with and supporting volunteers
- Experience using written and verbal skills and presenting to various size groups
- Proficient knowledge of Microsoft products
- Experience working with Galaxy Digital platform preferred
- Experience working with the Douglas County community preferred



### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

### **Work Schedule**

- Flexible between M-F; 8am -5pm
- Special Events may require working outside these hours

Revised February, 2025