

## **POSITION DESCRIPTION**



United Way of Kaw Valley

**Job Title:** DGCO Volunteer Coordinator- VISTA

**UWGT Mission:** Until the fight is won...creating and cultivating an unbreakable network of support for a strong, health, and equitable community.

**Reports To:** VP Douglas County Initiatives

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

**Division:** Volunteer Engagement

**Compensation:**

**Primary Office:** Douglas County (Lawrence)

### **Job Responsibilities and Duties**

- Manages, recruits and trains volunteers as the premier community mobilizer of volunteers
- 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 (GalaxyDigital) account
- Prepares and maintains accurate records, reports and materials including database information
- Develops/maintains relationships with Douglas County area Community Partners
- Represents UWKV at various community events and, as required, speaks on behalf of UWKV
- Coordinates corporate and group volunteer experiences
- Collaborates with community partners and coordinates volunteers for the annual Back2School supply drive.
- Completes special assignments and projects as needed

### **Important Information:**

- This is a renewable, 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

### **Core Competencies:**

Builds Relationships

### **Diversity, Equity & Inclusion at UWGT**

To truly Live United, we must commit to placing diversity, equity, and inclusion at the forefront of our work, internally and externally.

A successful fight for the education, financial stability, and health of every person requires that we listen to, learn from, and amplify the voices of those who are most in need and those who have been traditionally underrepresented.

We recognize that everyone in our United Way community brings value to our mission. We understand every employee, donor, volunteer, partner and stakeholder brings different experiences, perspectives, and expectations.

We respect and encourage insight and participation from all.

We actively promote a variety of voices among our staff, volunteer committees and Board of Directors, and the non-profit community.

We commit to being curious and courageous in how we communicate with each other. We do so in a constant effort to grow and move our community forward together.

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking, understanding, and responding to customer needs and wants.

#### Achieves Results

Takes initiative, maintains a persistently focused effort, remains goal and results oriented, and continues to improve. Sets daily, weekly, monthly, quarterly, and annual project goals; creating specific plans to meet them.

#### Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, grant proposals, and presentations.

#### Demonstrates Leadership

Provides leadership to achieve high quality, sustained results that create a consistently high performing organization. Foster an environment that celebrates team success and rewards effective responsiveness to internal and external customers.

### **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

Preferred Experience:

- Working with and supporting volunteers
- Using written and verbal skills and presenting to various size groups
- Proficient knowledge of Microsoft products
- Working knowledge of the Galaxy Digital platform
- Familiarity with the Lawrence/Douglas County community

### **Physical Demand:**

- 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 accommodation 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 handle, or feel; and speak 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

Prepared September 18, 2024