



DREAM CENTERS SUPPORT

Position Description Form

Mission Statement: Dream Centers Colorado Springs exists to provide health and hope for people in the Pikes Peak Region who are working to rebuild their dreams.

Position Title Volunteer Office Admin Assistant

Reports to Director of Volunteers

POSITION OVERVIEW

Work closely with the Director of Volunteers in supporting the volunteer application process for the Women's Clinic, Mary's Home, and the Dream Centers Support Offices. Generate weekly and monthly reports to assess volunteer service hours, volunteer engagement levels, and other data as requested. Communicate clearly and graciously with volunteer candidates, volunteer staff, and staff at each Dream Centers location.

This position requires the volunteer to have a personal computer.

DUTIES AND RESPONSIBILITIES

- Generate weekly reports in volunteer management software for identifying new applicants and research new reports as requested.
- Engage with volunteer applicants in process, primarily through email, to facilitate a quick and efficient application process.
- Receive and upload supporting documents for application packet to applicants' file in volunteer management software & Box.
- Generate monthly Volunteer Service hours reports and follow up as requested.
- Maintain Women's Clinic Tour information in Jotform, request website updates.

SKILLS & EXPERIENCE

- Qualifications:
Minimum of 2 years admin or comparable experience desired. HR experience a plus. Must maintain confidentiality, enjoy maintaining systems as well as partner in developing new ones, able to commit to nine months of service.
- Knowledge:
Knowledge of Volgistics software a plus, must be competent in Excel and Word. This position is heavily dependent on computer work.
- Specific Skills:
Apt in research and problem solving, computer operation, able and willing to learn navigation of several software programs.
- Abilities:
Able to communicate graciously and clearly with volunteer candidates, volunteer staff and staff. Ability to meet deadlines of recurring reports and action items.
- Personal Character:
A mature follower of Christ, kind, gracious, responsible, faithful. In agreement with the Nicene Creed on page 6 of Volunteer Handbook (located on Volunteer page of DreamCenters.com).

TIME COMMITMENT

8-10 hours per week, with location flexible. 2-4 hours in the Support Offices located at 11035 Voyager Parkway, remainder at home if secure internet is available. A computer may be available when working on site, work at home would be performed on the volunteer's personal computer.