**DREAM CENTERS VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Volunteer Office Administration Volunteer

**Accountable To:** Director of Volunteers

**Status: Volunteer position without opportunity for employment**

**Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women’s Clinic and Mary’s Home. Mary’s Home is a faith-based supportive housing program that provides single mother families with the opportunity to gain supportive relationships, holistic health, life skills, economic self-sufficiency and community resources, to be able to exit homelessness permanently.

**Job Overview**

To assist the Director of Volunteers with volunteer application processing, reports, and gathering of year-to-year comparison statistics. Potential development of processes and website content.

Responsibilities

* Volunteer Office liaison with prospective volunteers, volunteer staff and staff
* Application processing to include initial & follow up communication with prospective volunteers
* tracking of application packet completion
* volunteer service hour reports
* gathering of various volunteer engagement statistics utilizing Volgistics software

Requirements and Qualifications

* Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed.
* Must have personal laptop and secure network for remote work option
* previous HR experience a plus
* Strong self starter, relationally motivated, must enjoy teamwork
* Excellent Microsoft Office skills to include Excel & Word, must be comfortable learning new software (Volgistics)
* Excellent verbal & written interpersonal skills, high Emotional Intelligence
* Able to absorb and represent Dream Centers culture to assess prospective applicants for positive outcomes, love for people, and able to engage with others in a warm and welcoming manner. Comfortable with either phone or in person conversation.

Time Commitment

10-15 hours per week. Initially more hours worked at 11035 Voyager Parkway, 80918. Possibility of working from home an option, with approximately two of the 10-15 hours per week in office, to be agreed upon with the Director of Volunteers.

**Physical Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working Environment** | Seldom | Occasional | Frequent |
| Cold (50°F or less) | X |  |  |
| Heat (90° F or more) | X |  |  |
| Gases/Fumes/Dust | X |  |  |
| Heights | X |  |  |
| Noise |  | X |  |
| Climbing (Stairs/Ladders) |  |  | X |
| Driving | X |  |  |
| Standing |  | X |  |
| Sitting |  |  | X |
| Walking |  | X |  |
| Bending |  | X |  |
| Work with Others |  | X |  |
| Working Alone |  |  | X |
| Crawling or Kneeling | X |  |  |
| Repetitive Movements |  |  | X |
| **Office Machines** |  |  |  |
| Telephone |  |  | X |
| Fax |  | X |  |
| Calculator |  | X |  |
| Computer/Mouse/Printer |  |  | X |
| Copier |  | X |  |
| Dictaphone | X |  |  |
| Scanner |  | X |  |
| **Moving Heavy Items** |  |  |  |
| Lifting/Lowering |  | X |  |
| Pushing | X |  |  |
| Reaching Over Shoulder |  | X |  |
| Reaching Forward |  | X |  |
| Carrying |  | X |  |
| **Other Requirements** |  |  |  |
| Visual Acuity: Near |  |  | X |
| Visual Acuity: Far |  |  | X |
| Color Discrimination |  |  | X |
| Hearing |  |  | X |
| Speech |  |  | X |
| Manual Dexterity |  |  | X |
| Eye-Hand Coordination |  |  | X |