



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## MARY'S HOME ALUMNI VOLUNTEER CORDINATOR POSITION DESCRIPTION

**Title:** Alumni Volunteer Coordinator  
**Accountable To:** Associate Program Director  
**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 long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

### Position Purpose & Overview

The purpose of the Alumni Volunteer Coordinator is to intentionally maintain relationships with the mothers who have graduated from the Mary's Home program. The Alumni Volunteer Coordinator is to stay in touch, offer support and coaching as needed, lead quarterly Alumni events, keep the Alumni families in prayer, and support the Outcomes Team with monitoring the success of the Alumni families. We are looking for a volunteer to fill this role who loves the families at Mary's Home and wants to be a part of their lives after they leave the program. We are looking for someone who is relational, consistent in reaching out, cares deeply about single-mother families, organized in keeping track of everyone's current situation, and who enjoys connecting the Alumni mothers back to Mary's Home through events.

### Responsibilities

- Coordinate with the Associate Program Director and Alumni Team to put on events for the Alumni mothers
- Call Alumni mothers every quarter to check in and offer support if needed
- Keep track of all of Alumni contact information
- Support the Outcomes Team by reaching out to the Alumni three times each quarter to monitor success rate
- Provide ongoing prayer and support through phone calls or relational support if desired
- Communicate any questions or concerns you may have to the Associate Program Director

### Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth; in agreement with the Nicene Creed
- Have a desire to serve and love the Alumni families
- Familiar with the Mary's Home community, comfortable working with people coming out of poverty and dysfunctional relationships; or willing to learn through books, trainings, and resources
- Have managing and organizational skills to support the team
- Self-motivated, self-starter
- Have good boundaries with the alumni mothers
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.

Updated November 2020



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

### Time Commitment

Minimum of 6 hours per month

### Physical Requirements:

<b>Working Environment</b>	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		
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X