



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME ADMINISTRATIVE VOLUNTEER TEAM LEAD POSITION DESCRIPTION

Title: Administrative Volunteer Team Lead
Accountable To: Administrative Coordinator
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 Administrative Volunteer Team Lead position primarily is to lead the Administrative Team in supporting the Mary's Home staff behind the scenes to assure the success of the Mary's Home program. In cooperation with the Administrative Coordinator, the Administrative Volunteer Team Lead carries out or delegates tasks and responsibilities for the Administrative Team members to help ensure the success of the Mary's Home program. The main tasks that the Administrative Volunteer Team Lead oversees include detail-oriented tasks such as accounting, document management, Mary's Home Academy administration, binder creation, or email management. By directly partnering with the Administrative Coordinator, the Administrative Team has great influence to help the staff maintain the day to day operations of the Mary's home program.

Responsibilities

- Meet with any new Administrative Support Team members to orient them to the team and determine their best place of service within the team
- Be perceptive and care for the needs of the Administrative Support Team members
- When an Administrative Team member needs to step down, the Administrative Volunteer Team Lead will take over that role temporarily and possibly help recruit or train up a new volunteer
- Maintain a weekly schedule of all activities, shifts, and appointments for the Administrative Support Team
- Inform staff of any and all inputs and changes to the shift schedule
- Partner with the Administrative Coordinator to help meet the needs of the day to day operations of the Mary's Home Program
- Be willing and able to step in to aid the Administrative Coordinator with accounting, document management, Mary's Home Academy administration, binder creation, and email management
- Receive identified needs for support from the Administrative Coordinator, regarding administrative needs, and then help coordinate details and volunteers for that support
- Communicate bi-weekly with Administrative Coordinator
- Manage a high level of access to the staff and to privy information, exercising the highest level of confidentiality
- Practice excellent self-care and boundary making
- Be able to delegate tasks and responsibilities to various members of the Administrative Team
- Plan and facilitate an Administrative Support Team meeting at least quarterly
- Meet weekly or biweekly with the Administrative Coordinator to cover all information and concerns needing attention for the Administrative Team



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- Use Google Voice phone number to communicate with the Administrative Team Members, residents, and staff to help maintain good boundaries
- Communicate needs to the Administrative Coordinator via email or phone, if time sensitive

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- High commitment of confidentiality while working with the families, volunteers, and staff
- Have experience and skills in managing people
- Be proficient with email and Google Calendar
- Be a welcoming/professional presence to resident families, volunteers, staff, executive team, etc.
- Hold necessary boundaries with volunteers and residents
- Willing to serve occasionally during regular business hours
- Willing to make at least a 1-year commitment to the role

Time Commitment

3-5 hours a week

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

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