

## Volunteer Coordinator Job Description

### About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado and the Bay Area of California. In 2021 There With Care launched its services in the Middle Tennessee Region, based out of Nashville.

### The Role

There With Care strives to create an environment that is welcoming, thoughtful, and responsive to attract caring volunteers who support families and the organization in a meaningful way. The Volunteer Coordinator is the liaison between interested volunteers and the organization. The Volunteer Coordinator is part of the team that recruits, trains, nurtures and maintains an on-going pool of volunteers. The Volunteer team ensures our community has the ability to participate at There With Care.

### A Typical Day Might Include

- Reaching out to a volunteer to fill a role for an upcoming event, training the volunteer for that role and providing oversight.
- Listening to a volunteer and helping to engage them with an opportunity that matches their interests.
- Utilizing our Salesforce database to track volunteer data.
- Collaborating with other team members and volunteers to provide timely and appropriate care.
- Problem solving to address unique needs or challenges that may arise.
- Reaching out to potential volunteers, youth and others who express interest in learning more about how to become involved.

### Qualities That Might Make You Successful In This Role

- *You Have a Passion for Helping Children and Families.* The idea of directly communicating with volunteers to support families in a medical crisis to provide support and care, motivates you.
- *You are a Compassionate Listener.* You listen with compassion, care and without judgement to identify thoughtful and meaningful ways of supporting volunteers.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with efficiency and thoughtfulness. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.



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- *You have vision.* You enjoy working on new and innovative ways to engage volunteerism and improve on current processes.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.
- *Bonus Talents.* Experience with Salesforce, Microsoft Office and Excel is an asset.

### Qualifications

What is most important to us in this role is someone who is a team player energized by the idea of sharing his/her skills to listen and provide thoughtful and family focused care.

Vaccinated for Covid 19

### Compensation and Benefits

- Salary Range \$17-\$19 per hour depending on experience
- Part-time (20 hours per week). (1 day or 5 hours per week can be remote).
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

### How to Apply

Please submit your resume and along with the answers to the following questions to:

[careers@therewithcare.org](mailto:careers@therewithcare.org)

1. What draws you to There With Care's mission? How would you connect further to that through this role?
2. Are there any qualities in particular that you possess that you think make you a good fit for this role?
3. Describe the values of an organization you have worked with previously. How did (or didn't) these values resonate with you?
4. Share a brief example of a problem you've encountered that you had to solve where you didn't know the solution and it was out of the area of your expertise.

You can submit your answers in writing, a slideshow, or a personal video. We're excited to learn more about you.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.