



Brothers Redevelopment Paint-A-Thon

JOB DESCRIPTION

<u>Position:</u>	Volunteer Coordinator-Colorado Springs
<u>Department:</u>	Volunteer Department & Paint-A-Thon
<u>Reports to:</u>	Director of Volunteer Department
<u>Work Schedule:</u>	8 a.m. to 4:30 p.m., Monday through Friday. Some evening and weekend hours.
<u>FLSA Status:</u>	Full Time/Non-Exempt
<u>Salary Range:</u>	\$21.63 – \$26.44/Hour - Depending on Experience

Description:

Reporting to the Director of the Brothers Redevelopment Volunteer Department, the Colorado Springs Volunteer Coordinator is a role that combines recruiting volunteers, clients, and sponsors, inspecting client projects, leading volunteer and containment projects in the field, developing programs and partnerships in Colorado Springs, facilitating event day projects, assisting with building and vehicle maintenance and other administrative duties. Colorado Springs Volunteer Coordinator supports the mission of Brothers Redevelopment by working with other staff to organize and carry out the volunteer programs, the initiatives through which the agency recruits' volunteers to paint the homes of qualifying older adult homeowners. This is intended to be a general description-- duties can be shifted according to the skills and interests that each staff person brings to the program.

Essential Duties and Responsibilities:

- Recruit new volunteer teams to join the Paint-A-Thon and become long term partners and sponsors.
- Facilitate volunteer Paint-A-Thon projects – provide all supplies, materials, and supervision for large house painting projects. Record inventory use, mileage, time spent and volunteer information.
- Colorado Springs Paint-A-Thon Assessments – Assess client needs, create inspection sheet, update database, picture files, and EPA documentation. Coordinate with Senior Coordinator and Colorado Springs Minor Home Repair staff.
- Coordinate and implement client homeowners recruiting in target areas to facilitate partnerships in COSP.
- Coordinate special event programs including Neighborhood Pride (a collaboration with Council of Neighborhood Organizations CONO, Next Step Ministries, the City of Colorado Springs and Rise Southeast neighborhood organization) COS Minor Home Repair painting projects.
- Contain houses and support other certified staff with lead-based paint prior to volunteer projects – scrape exterior paint that is chipping or flaking according to EPA & HUD LSHR Regulations
- Onsite preparation, support, and facilitation of third party LSHR inspections to ensure clearance on all inspected LBP projects.

- Assist in maintaining an up-to-date volunteer, client, and sponsor database.
- Create social media content for Paint-A-Thon teams and projects.
- Communicate project completion, time frame estimates, and any issues, to Director of the Volunteer Department.
- Coordinate with Senior Coordinator for scheduling Project Management Interns on COSP projects – as needed prior to event days.
- Assist in supervising Project Management Interns on COSP Projects, to include volunteer leadership training, paperwork collection, compliance and encouragement.
- Assist in the maintenance of Volunteer Department facilities and vehicles.
- Ensure the storage, delivery, stocking, and inventory management of paint, tools, and materials from Denver to COS to guarantee adequate stock for all projects.
- Help with the special volunteer program events including the annual Paint-A-Thon in August. Requires at least one Saturday a month, between May and September.

Qualifications:

The incumbent of this position must have general knowledge of the process of house painting and /or home repair. Must possess strong people skills since he/she must deal with the general public as well as older adults and a variety of individuals. Incumbent must be able to interact with other department personnel to solve customer-related problems or determine ways that will improve service. Must have knowledge of performing administrative functions. Must be able to work in a team-oriented environment. Incumbent must have the ability to communicate clearly and concisely both verbally and in writing. Experience in leading large teams of volunteers and working with corporate groups is preferred.

Education:

- Education can be substituted by previous office support knowledge. Ability to prioritize assigned duties.

Certificates, Licenses, Registrations:

- Must have a clean driving record and a valid Driver’s License.

Physical Demands:

This is a job that can be, at times, very physically demanding. Expect lifting, bending, stooping, and carrying of items both inside and outdoors on a regular basis. Must be able to lift, move, and load 60-pound ladders safely onto truck ladder racks. Must be able to carry paint weighing in excess of 50 pounds.

Benefits:

403B with 3% match, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, accrue vacation, sick and personal paid leave; plus, 9 paid holidays and 1 floating holiday; and a solid working environment with a 50+ years growing organization!