



Part-Time Volunteer Coordinator

Position Location: Aspen, CO and/or Remote

The part-time Volunteer Coordinator reports to the Chris Klug Foundation's (CKF) Programs and Communications Director and works with the CKF team to promote and enhance the following CKF programs: CKF Ambassadors, Toolkits for Teachers, and Donor Dudes. The Volunteer Coordinator will represent CKF as it pertains to general volunteer recruitment, communication, and oversight, and specific promotion and follow-up for the CKF Ambassadors, Toolkits for Teachers, and Donor Dudes programs. Attention to detail and passion for the CKF mission are essential aspects of this role. This is a part-time, hourly position with no benefits. Key responsibilities include:

Communications – 40% of activity

- Collaborate with the Programs and Communications Director to develop communication and engagement strategies to recruit Ambassadors with a goal for at least 2 in every state.
- Schedule monthly Ambassador meetings and record meeting minutes.
- Regularly communicate with Ambassadors regarding program, event, and conference opportunities.
- Communicate with and engage existing and new volunteers to host their own Donor Dudes events in their communities.
- Communicate with existing Toolkits users to encourage ongoing engagement with the program, as well as recruit new users.
- Promote Toolkits and Donor Dudes utilizing Ambassadors and their connections.

Operations – 40% of activity

- Recruit, train, and supervise volunteers.
- Research program, event, and conference opportunities for Ambassadors.
- Solicit feedback forms for programs and events.
- Work with the Programs and Communications Director to develop and create new opportunities for supporters to become involved in.

Administration – 20% of activity

- Maintain volunteer database.
- Maintain volunteer opportunities database.
- Assist Programs and Communications Director in applying for or filing program, event, or conference paperwork.

To Thrive in This Role, You Must:

- Have an interest in CKF's mission, and enthusiasm for working with people from diverse backgrounds, both in person and remotely.
- Take initiative for volunteer recruitment, and possess a strong work ethic to operate with minimal supervision.
- Be creative with the ability to effectively communicate, and work alongside other members of the CKF team to implement successful communication strategies.
- Possess excellent interpersonal skills and the ability to effectively communicate.



Preferred Background, Skills, & Expertise:

- High School Diploma/GED or pursuing, or 1-2 years of relevant experience.
- Excellent communication, organization, and writing skills.
- Knowledge and proficiency in communication through a variety of mediums (print, digital, interpersonal).

Please send a completed application, resumé, and cover letter explaining your interest in this position to Anna at anna@chrisklugfoundation.org or mail to:

Anna Morgan-Palardy
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