
It can be disheartening working at a company that doesn't care about its customers or staff. At Cultivate we believe in treating everyone like family. When you join our team you become part of our family and will make a difference in seniors' lives every day by providing them the support and connections that make them feel engaged with their community.

About Cultivate:

Cultivate is a nonprofit that has been providing no-cost, volunteer-powered services to Boulder County seniors for 48 years. Not only do our programs provide seniors access to healthcare, transportation, food, and safety, but they also facilitate connections that make seniors feel valued. Join our small, friendly office and use your skills to promote volunteerism and support for seniors in need.

Please visit www.cultivate.ngo to learn more.

About the Position:

The **RSVP Program Specialist for Contact Tracing** will assist the Volunteer and Outreach Manager in the review of volunteer applications; schedule interviews and orientation trainings with eligible contract tracing volunteers/cohorts; and conduct on-going communications with volunteers to include providing technical support. The RSVP Program Specialist will also be responsible for program reporting; volunteer recruitment, placement and retention; and compliance monitoring activities as assigned by the Volunteer and Outreach Manager.

Responsibilities:

- Recruits, interviews, selects, orients, and places program volunteers. Conducts follow up with volunteers in assigned service areas.
- Maintains and consistently updates program records and is responsible for all correspondence and/or data concerning volunteers, volunteer stations and program activities as needed.
- Enthusiastically engages diverse communities, while remaining positive, assertive, and empathetic to volunteer needs
- Conduct interviews with eligible volunteer base over the phone, record evaluations, and document findings
- Assist Volunteer and Outreach Manager in determining eligibility of volunteer applicants
- Assist in the creation and implementation of volunteer educational materials
- Provide Hardware and Software technical support as needed
- Assist in the creation and distribution of weekly outreach materials
- Throughout the duration of the program services, provide support and guidance to members and host site supervisors such as CDHPE.
- Participate in weekly briefing calls with CNCS and/or CDPHE to implement changes or program updates as needed.

- Assist with compliance monitoring activities to ensure program follows all CNCS/SeniorCorps regulations and guidelines
- Performs all other duties as assigned.

Skills Required:

- Google Suite, Zoom, Google Voice, MS Word, Excel, Power Point, and Outlook
- Good communication skills, both oral and written.
- Good organizational skills, ability to multi-task and high energy level.
- Ability to function independently and handle multiple priorities.

Qualifications:

- Experience managing a diverse team of volunteers
- Strong organizational and problem-solving skills
- The ability to identify and screen for strong cultural competencies in potential volunteers
- Flexibility, adaptability, and capacity to work in a fluid and changing work environment
- Excellent written and oral communication skills
- Demonstrated proficiency with Google Suite, Zoom, Google Voice, MS Word, Excel, Power Point, and Outlook
- Prior to the start of the first workday, all criminal history checks must be completed. This position has recurring access to vulnerable populations
- Experience working in a fast-paced project environment
- Fluency in multiple languages a plus

Essential functions/working conditions

- Extended periods of sitting at a desk may be required.
- This is a remote position, with limited in-person time required. All work equipment will be provided.
- Evening and/or weekend hours may be required based on program events or assigned job duties.

Compensation: This is a 20-hour/week part-time, temporary position through July 2021 at \$25/hr.

TO APPLY:

Please send a cover letter and resume to jobs@cultivate.ngo. Please type "RSVP Program Specialist" in the subject line. **No phone calls please.**

Cultivate shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.