



TRUE COLORS

FLINT HILLS, KANSAS

Volunteer Coordinator Job Description

Organizational Information

True Colors is a nonprofit located in Manhattan, KS that serves middle and high school aged LGBTQ+ youth in the Manhattan area through education, advocacy, resources, and support. With an operating youth center that hosts regular drop-in hours, and youth-driven programming, youth are able to spend time at the True Colors house to share meals, play games, make friends, work on arts & crafts projects, peruse the inclusive library, find items in our gender-affirming clothing closet, be fitted for binders, and much, much more! True Colors is governed by a board of directors located in the Manhattan area and is driven by input from youth representatives.

Mission

True Colors provides direct service, advocacy and education in support of queer and trans youth.

Vision

PENDING UPDATE

True Colors provides equal employment and volunteer opportunity to all persons without regard to race, color, religion, disability, sex, age, national origin, sexual orientation, gender identity, and gender expression. True Colors is committed to equal employment opportunity for all applicants and staffers in personnel matters including recruitment and hiring, benefits, training, promotion, compensation, transfer, and layoff or termination.

In addition, services will be provided to our agency's clients without regard to race, color, religion, disability, sex, national origin, sexual orientation, gender identity, or gender expression.

Job Title: Volunteer Coordinator

Reports To: Executive Director

Status: part-time, 20 hours/ week

Salary: \$18, 720/ year

Job Goal: The goal of the Volunteer Coordinator position shall be to recruit, train and retain the volunteers of True Colors. The Volunteer Coordinator shall work in collaboration with the Executive Director in order to develop relevant on-going training, appreciation retreats, and identify other opportunities to best serve volunteers.

Education, Experience, and Licensing Qualifications:

- Bachelor's degree in relevant field preferred.
 - *Formalized education may be supplemented with experience*
- Management or supervisory experience preferred.

Personal Qualifications/ Skills:

- Respect for Differences & Diversity
- Community Leadership
- Organizational Leadership
- Personnel Leadership
- Collaborative Mindset
- Knowledge of LGBTQ+ Issues
- Understanding of Mental Health Issues
- Commitment to Personal & Professional Growth
- Organized, Thorough, & Punctual
- Flexible Mindset
- Able to Work in Teams or Independently
- Creative Problem Solving
- Understanding of Documentation and Reporting
- Proficiency with communication, data, word processing, and other software and with various social media platforms
- Strong written and verbal communication skills
- High Ethical Standards for Self & Agency

Job Responsibilities:

- Demonstrate Positive Leadership
 - Promote a Positive Work Culture at True Colors
 - Provide Skill Building and Timely Feedback for Volunteers
 - Develop Programming for Youth Based Upon Youth Input
 - Communicate Openly Ideas, Needs, and Concerns with Executive Director
 - Actively and Enthusiastically Engage with Staff, Interns, Volunteers, and Youth

- Supervise and Manage Volunteers
 - Interview, Train, Evaluate, and Terminate Volunteers, or Delegate to Appropriate Designee
 - Provide Direct Supervision for Volunteers
 - Get to Know and Develop Positive Relationships with Volunteers
 - Properly Document Volunteer Discipline
 - Develop Effective Systems for Communicating, Training, and Supporting Volunteers
- Community Involvement
 - Attend Major True Colors Events and Relevant Community Events for Volunteer Recruitment
- Reporting
 - Track Volunteer hours
- Communications
 - Communicate Regular Updates with the Executive Director
 - Act as communications coordinator and liaison between volunteers and staff
- Work Directly with Youth
 - Maintain Confidentiality of Youth Information
 - Understand Policies Regarding Working with Youth
 - Engage Youth in Programming, Activities, and Special Events
 - Follow All Local, State, and National Policies Regarding Mandatory Reporting and Appropriate Interactions with Youth
 - Develop, Organize, Implement, and Evaluate Programming at or Sponsored by True Colors
- Board Relations
 - Prepare Volunteer Coordinator Reports for Executive Director to share at Board Meetings
- Other Duties as Assigned or Necessary to Meet the Mission of True Colors

Supervises:

- All Volunteers

Evaluation: Evaluation will be completed by the True Colors Executive Director annually and will be composed of an employee self-evaluation, input from stakeholders, review of accomplishments during the year, and review of job performance metrics.