



**Volunteer Engagement Coordinator  
Job Description**

Title:	<b>Volunteer Engagement Coordinator</b>
Reports To:	Volunteer Engagement Manager
Hours:	Full-time, hourly (non-exempt) position with some evenings and weekends required; benefits eligible

**Description:**

**Overview/Background:** 9Health:365 is an independent, non-profit organization, whose mission is to promote health awareness and to encourage individuals to assume responsibility for their own health. Our work is facilitated by providing free and low-cost health screenings and education to over 50,000 individuals a year throughout Colorado and in surrounding states. Our services to the community are made possible through the tremendous support of 12,000+ medical and non-medical volunteers.

As a key member of the Volunteer Engagement (VE) team, you will be helping with management of 9Health:365 volunteers. This includes responding to the needs of Site Coordinator volunteers through expanded recruitment practices, guidance in their own recruitment and planning of their fair/vaccine site. The Volunteer Engagement Coordinator works closely with the In-Person Programs team members to effectively train staff members and site leaders in the operations of the Volunteer Management System. You will be working collaboratively with the Volunteer Engagement Manager to refine and update a strategic plan and the operational goals for the VE Department in recruitment, retention, and recognition plans. Implementation of these plans will include helping to maintain monthly communications for volunteer recruitment, co-development of new supportive materials for volunteers, updates to the Health Fair Resource Guide, training opportunities for all levels of volunteers, and continuous communication with volunteers to best understand how staff can support their efforts in running their Health Fairs and vaccination clinics. The Volunteer Engagement Coordinator will also work collaboratively across departments to manage projects that affect the execution of the 9Health:365 events. This includes, but is not limited to, Packing Day coordination, incentives/giveaways and educational booths placed at Health Fair sites.

**Responsibilities:**

**Support recurring activities in support of VE and fairs including:**

- Training activities for leadership and day-of volunteers
- Outreach to other volunteer organizations to recruit support for fairs
  - Gathering materials for monthly publications
- Post fair surveys for volunteers
  - Gathering feedback from sites and volunteers to provide to leadership in support of improving the overall experience for volunteers
- Updates to the Resource Guide and other materials
- Planning and placement of Interactive Education Centers (IEC) at fairs
- Updating and initiating new seasons in the Volunteer Management System

**Support non-recurring activities as requested by VE leadership:**

- Incentives for site leaders

- Thank You Volunteer tactics
  - One-time updates or changes to fair processes or documentation
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#### **Qualifications:**

- Prefer Bachelor's degree and/or equivalent experience, preferably in a volunteer engagement, event management or communication field
- 1+ years' experience conducting volunteer recruitment, volunteer engagement, and/or experience serving traditionally underserved communities
- 1+ years' experience training, supporting volunteers. This could include, but is not limited to, team building, management, appropriate placement, enhancement of leadership opportunities, and recognition of volunteers
- Experience working directly with event volunteers and/or healthcare-oriented volunteers
- Excellent interpersonal skills, verbal and written communication
- Excellent organizational skills and ability to multi-task
- Must be self-motivated
- Must be committed to health education
- Ability to lead small group discussions
- Ability to work some evenings and weekends as needed
- Excelled proficiency in Microsoft Word and Excel applications
- Must be able to lift 50 pounds
- Valid Driver's license and good Motor Vehicle Record

#### **Additional Preferred Qualifications:**

- Understanding of and involvement with the members of the Denver-metro area.
- Ability to travel throughout the state of Colorado
- Bilingual in English and Spanish

#### **Contact Information:**

Apply via TEGNA by Friday, May 27th to or send email and resume to  
Kristin Richmann, Manager of Volunteer Engagement  
[kristin.richmann@9health365.org](mailto:kristin.richmann@9health365.org)

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