



THE DENVER POST  
COMMUNITY  
FOUNDATION



## Intern: Volunteer Management

### Position Overview

The Volunteer Management Intern works directly with the Event Manager- Volunteer to manage the DPCF Bike Tour volunteer program. Intern will gain invaluable project management experience, mentoring and insight into non-profit administration.

### Core Competencies

The following competencies are expected from all members of the DPCF Bike Tour team:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to participants, partners, volunteers, and sponsors
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates things independently and to help improve the organization
- Accountability: reliable and inspires trust in others
- Respect and professionalism: Treat everyone with respect and maintain a high level of professionalism at all times
- Attitude: Must maintain a positive and flexible attitude when dealing with all DPCF stakeholders

### Responsibilities

- Assist with volunteer recruitment, recognition and training
- Conduct outreach to community, civic and faith groups
- Research corporate volunteer programs
- Learn and become proficient with registration platform Volunteer Local
- Oversee the community volunteers at each headquarter site during the Tour
- Assist Tour Staff as needed
- Perform other related duties as required to support and strengthen the mission and purpose of DPCF

### Qualifications

- Desire to work on events
- Ability to represent the DPCF in a professional manner
- Ability to engage others in conversation and solicit needed information
- Strong written and oral communication skills
- Goal oriented individual with proven ability to meet deadlines and work independently
- Strong analytical and reasoning skills
- Demonstrated attention to detail and good organizational skills
- Experience with databases and technology preferred
- Strong interpersonal skills, flexible attitude, up-beat and with a good sense of humor, team player, ability to work with a diverse staff and volunteer team

- This position will be required to drive/travel on DPCF business. Team member must possess a valid driver's license, proof of insurance and reliable transportation.
- Proficient in Microsoft Office Suite and G Suite

Hours/Schedule:

- Start Date: April 2019
- End Date: Must be available to work through June 21, 2019 for Ride the Rockies
- Hours: Flexible with a minimum of 10 hours a week and more during Pre-Tour Week, and full time during Bike Tour
- Attendance at evening and weekend events, with some travel, is required
- Stipend

*Physical Requirements*

Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English. Must be able to lift 25 lbs and stand for extended period of times during events.

*Equal Opportunity Employer*

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**To Apply:** Send cover letter and resume to [rtr@denverpost.com](mailto:rtr@denverpost.com). Absolutely no phone calls.