



Job Description

Position Title: Administrative & Volunteer Assistant

Reports to: Volunteer and Special Events Manager

Pay Range: \$33,000 - \$49,600

FLSA Status: Non-Exempt

Contributor Level: Individual

General Purpose:

The Administrative and Volunteer Assistant is responsible for the receptionist, clerical, and administrative tasks of Florence Crittenton Services and particularly for the volunteer and in-kind donation programs. The Administrative and Volunteer Assistant reports to the Volunteer and Special Events Manager.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acts as the 'first face' of the agency. Greets visitors; answers, screens, and responds to telephone calls.
- Manages administrative duties relevant to the operation of the agency including, reserving common spaces (conference rooms, board rooms, event spaces, etc.), ordering and shopping for supplies, ordering meals, and sending campus-wide communications.
- Supports emergency and campus safety processes and coordinates across departments and other parts of campus as necessary.
- Supports Volunteer and Special Events Manager to grow and cultivate the volunteer program. Includes being the 'first face' for potential volunteers and supports with the interview, onboarding, and coordination for individual volunteers and volunteer groups.
- Keeps the all-campus calendar up-to-date and coordinates with Florence Crittenton High School staff and other Florence Crittenton departments and their administrative support staff.
- Handles and processes incoming and outgoing mail and packages.
- Processes all checks with finance and development departments.
- Processes in-kind donations, ensures agency always has capacity to receive donations, and Inventories and lists larger items on Baby Bucks website.
- Maintains a clean and professional front-of-office space that is welcoming to guests and visitors.
- Assists with the execution of campus events such as monthly after school events, Prom Boutique, Teacher Appreciation Week, and graduations.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Strong customer service and relationship building skills, cultural humility, and interpersonal skills on the phone, in person and via email.
- Knowledge of Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.
- Strong organizational and time management skills, and is detail and results oriented.
- Excellent verbal and written communication skills.
- Ability to comfortably interact with community groups and businesses on behalf of organization.
- Ability to self-initiate and self-direct workflow.

Education:

- High School Diploma or GED equivalent required.

Experience:

- Two or more years of work experience is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- As required by the Denver Public Health Order, all Florence Crittenton Services employees must be fully vaccinated against COVID-19 and are required to provide valid proof of vaccination.
- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a criminal history background checks will be required prior to the start of employment.
- Conversational Spanish speaker preferred, particularly on the telephone.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an indoor professional office environment.
- Occasional travel to conferences and meetings is necessary.
- Work may involve additional hours during the evenings or on the weekends.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and / or 25 pounds frequently.

Compensation

- Salary Range is \$33,000 – \$49,600 commensurate with experience

Benefits

- A generous benefits package includes paid time off, paid holidays, health, dental, and vision insurance, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and EAP

Resume and Cover Letter Required

Florence Crittenton Services is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.