CENTER FOR INDEPENDENCE, Inc.

Job Description

Volunteer Coordinator

EMPLOYER INFORMATION

Name: Center for Independence, Inc.

Address: 740 Gunnison Ave., Grand Junction, CO 81501

Phone: 970-245-0315

Email: info@cfigj.org

About the Center for Independence

The Center for Independence (CFI) is a nonprofit organization that supports individuals with disabilities in achieving greater independence and self-determined lives. Based in Grand Junction, Colorado, we are dedicated to the principles of the Independent Living philosophy and serve all disability populations and age groups. We create inclusive communities by providing advocacy, skills training, information and referral, peer support, and transition services.

EMPLOYMENT ELIGIBILITY

Job Title: Volunteer Coordinator

Special License/ Certification / Degree Required: ☒ Yes ☐ No

Driver Status: ☒ Essential ☐ Marginal ☐ None

Job Code #:

Department:

Reports To: Director of Programs

Job Location: Grand Junction

Start Date: November 2026

Status: ☐ EXEMPT ☒ NON-EXEMPT

Job Type: ☐ Full Time ☒ Part Time ☐ Independent Contractor ☐ Intern – Paid Work Experience (PWE)
# of Hours per week: 20 to 24

COMPENSATION/BENEFITS:
Salary: $20 - $22 an hour
Paid time off
Health insurance reimbursement is available after 60 days of employment.

CFI offers 13 paid holidays per year.
Retirement 403(B) Pension Plan is available immediately for employees to contribute to, with a 3% match after 90 days.

Must be able to pass the Federal background check for access to confidential records.

JOB DESCRIPTION

The Volunteer Coordinator is responsible for developing, managing, and growing a robust volunteer program to support the mission and goals Of the Center for Independence (CFI). This position oversees all aspects of volunteer recruitment, onboarding, supervision, scheduling, and appreciation. In addition, the Coordinator builds strong community relationships, promotes CFI's programs through outreach, and supports events and fundraising initiatives as approved by the Director of Programs and/or CEO. The ideal candidate is highly organized, personable, and passionate about advancing independence for individuals with disabilities. This is a dynamic role requiring initiative, adaptability, and excellent communication skills

ESSENTIAL DUTIES

Duties essential to the position include, but are not limited to;

- Recruit, interview, screen, onboard, and place volunteers based on skills and organizational needs.
- Develop and deliver orientation, training, and educational materials for new and ongoing volunteers.
- Maintain accurate volunteer records, track hours, and ensure compliance with CFI policies and laws.
- Conduct regular evaluations and provide ongoing support and recognition for volunteers.
- Provide regular supervision, coaching, and recognition to maintain volunteer engagement and retention.
- Coordinate volunteer involvement in CFI programs, events, and fundraising efforts.
- Plan and execute volunteer appreciation events and recognition initiatives.
- Develop and maintain relationships with community groups, businesses, schools, and partner organizations to build a diverse volunteer base.
- Represent CFI at community events, fairs, and networking meetings.
- Manage volunteer communications, including newsletters, updates, and surveys.
- Maintain and update volunteer databases, calendars, and scheduling tools.
- Collaborate with staff across departments to assess and meet volunteer needs
- Monitor and evaluate volunteer program impact through reporting and data analysis.

- Support community education and disability awareness efforts as part Of outreach.
- Perform Other duties as assigned by the Program Director or CEO.
- Provide workshops, trainings, and presentations to community partners, senior centers, and service providers
- Develop educational materials and resource guides
- Promote awareness of services for individuals with vision loss throughout the service area
- Build and maintain relationships with community partners and referral sources

Compliance, Documentation, and Reporting

- Maintain accurate and timely group participation records in CIL Suite
- Maintain volunteer opportunities, volunteer schedules, and other required information through Bloomerang platform
- Safeguard all Personally Identifiable Information (PII) and maintain confidentiality
- Complete monthly reports and assist with data collection for grant reporting and program evaluation

Collaboration and Organizational Support

- Collaborate with IL staff to coordinate services and ensure continuity of care
- Participate in staff meetings, trainings, and approved professional development
- Perform other duties as assigned to support program and organizational goals
- All other duties as assigned

QUALIFICATIONS / REQUIREMENTS

Minimum Qualifications

- Excellent computer skills and proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Knowledge of or be willing to learn Microsoft TEAM and SharePoint.
- Strong written and verbal communication skills. Strategic thinking and adaptability.
- Able to shift gears at request from the Program Director.
- Ability to work independently with minimal supervision. Attention to detail. Strong organizational skills. Ability to multitask.

Preferred Qualifications:

- Degree in Rehabilitation, Human Services, Special Education, Occupational Therapy, or related field Preferred
- Experience with Assistive Technology
- Experience working with both youth and older adults
- Bilingual (English/Spanish or ASL) strongly preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

To successfully perform the essential functions of this job, the employee needs to be able to perform the following physical demands. *Reasonable accommodations may be provided to enable a qualified candidate with a disability to perform the essential functions of the job.*

- Frequently required to sit for long periods while utilizing computers or conducting interviews.
- Occasionally required to stand and/or walk.
- Communicate in English, including, reading and writing.
- Work setting: Shared Office Space. Work in a work environment with a moderate noise level.
- Occasionally required to lift up to 25 lbs.
- Operate a CFI vehicle to travel to designated appointments, meetings, trainings.

Important Notes

- This position is a part-time, fully benefited position.
- Office hours are:
    - Monday through Thursday 8:00 am – 5:00 pm
    - Fridays 8:00 am – 2:30 pm
    - Office closes daily from 12:00 pm – 12:30 pm for lunch
    - Schedules will be set between those times
- Background and reference checks are conducted

CFI Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, people of color, LGBTQ+ folx, women, and those with multi marginalized identities are particularly urged to apply. For more information on our diversity, equity, and inclusion efforts visit our website.

If you are applying for a position with CFI, please read and acknowledge understanding of the following:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CENTER FOR INDEPENDENCE (CFI) AND THE INCUMBENT IN OR PERSON APPLYING FOR THE POSITION. *CFI is a licensed, non-profit organization in the State of Colorado, and operates in accordance with Colorado and applicable Federal law.* ***CFI IS AN AT-WILL COMPANY.*** *Nothing in this position description restricts CFI's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects CFI's assignment of essential functions and features of the job that has been described. It does not prescribe, limit or restrict the tasks that may be assigned. Those features may change at any time due to reasonable accommodation, as the needs of CFI change or other reasons deemed appropriate by CFI leadership.*

I have read the job description and acknowledge I have these skills and agree to follow the job description.

Printed Name of applicant: _____

Signature / Date: _____

The supervisor's signature confirms that they reviewed the job description with the employee.

Supervisor Signature / Date: _____

CEO Signature / Date: _____