

Program & Volunteer Coordinator



Job Title and Overview

Extreme Community Makeover (ECM) is a 501(c)(3) non-profit organization whose mission is to build relationships between neighbors and across neighborhoods through volunteer powered projects. Please visit our website to learn more: [WEBSITE](#).

The Program and Volunteer Coordinator at ECM is a professional responsible for organizing and supporting community outreach programs and volunteer engagement efforts. This role serves as a key connection between community members, volunteers, partner organizations, and internal leadership to ensure successful program delivery and meaningful community impact. The ideal candidate is highly organized, people-centered, adaptable, and passionate about community development, neighborhood revitalization, and volunteer engagement.

Working Conditions

- Location : Denver, Colorado
- Reports to : Executive Director
- Schedule : 30-40 hours per week. The typical schedule is Monday-Friday, with some evenings and weekends required for events.
- Structure : Hybrid - both in person and remote. Reliable transportation is required, including a current driver's license.

Essential Job Functions

Program Coordination (~50%)

- Coordinate and oversee community outreach programs, neighborhood improvement projects, and special events.
- Assist with planning project timelines, logistics, budgets, and resource allocation.
- Maintain program schedules and ensure deadlines are met.
- Track program participation, outcomes, and impact metrics.
- Prepare reports, summaries, and updates for leadership, funders, and community partners.
- Support implementation of community engagement initiatives and outreach campaigns.

- Collaborate with local organizations, churches, companies, government, schools, and other agencies to strengthen partnerships.

Volunteer Management (~20%)

- Recruit, onboard, train, and retain volunteers.
- Coordinate volunteer schedules, assignments, and communications.
- Serve as the primary point of contact for volunteers before, during, and after events/projects.
- Maintain volunteer databases (VolunteerHub), records, waivers, and service hours.
- Ensure volunteers receive orientation, safety information, and project instructions.
- Recognize and appreciate volunteers through engagement activities and recognition efforts.
- Develop strategies to increase volunteer participation and community involvement.

Event and Project Support (~10%)

- Assist with setup, coordination, and execution of community events and beautification projects.
- Coordinate supplies, materials, vendors, and event logistics.
- Help manage project-day operations, including volunteer check-in and group assignments.
- Ensure compliance with safety procedures and organizational policies.

Communication and Outreach (~10%)

- Promote programs and volunteer opportunities through social media, email, flyers, and community outreach.
- Respond to community inquiries and maintain positive public relations.
- Assist with storytelling efforts, including collecting photos, testimonials, and success stories.
- Represent Extreme Community Makeover at community meetings and networking events.

Administrative (~10%)

- Maintain organized files, records, and program documentation.
- Assist with grant reporting and data collection as needed.
- Monitor inventory and supply needs for projects and events.
- Support general office and operational tasks related to programs and volunteers.
- Support the Executive Director with other projects, as needed.

Qualifications

- Bachelor's degree in nonprofit management, social work, communications, public administration, or related field preferred.
- Experience coordinating programs, events, or volunteers preferred.
- Strong organizational and time-management skills.
- Excellent interpersonal and communication abilities.

- Ability to manage multiple projects and work in fast-paced environments.
- Comfortable working with diverse populations and community stakeholders.
- Proficiency with Microsoft Office, Google Workspace, and social media platforms.
- Ability to work evenings and weekends for events and projects, when needed.
- Valid driver's license and reliable transportation.

Compensation and Benefits

- \$26.00-\$28.50 per hour, depending on experience.
- Benefits - PTO and a health insurance stipend (post-tax), to be used for the purpose of health insurance or personal wellness.
- Retirement - 3% employer match in a SIMPLE IRA.

Evaluation and Review

The first three months of this position will be a trial period during which suitability for the position will be assessed. ECM reserves the right to extend this trial period. During the trial period, the appointment to this position may be terminated at any time.

To Apply

ECM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, or any other protected classification. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.

Send a cover letter and résumé to Angela Bomgaars (Executive Director) at jobs@extremecommunitymakeover.org.