



# Future Center Volunteer Job Description

## **DENVER SCHOLARSHIP FOUNDATION**

DSF is a nonprofit organization whose mission is to inspire and empower DPS students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success. Our core values guide our work. DSF is dedicated to learning and innovation, as we constantly seek to improve our services. By doing so, we seek to demonstrate leadership within the community. We build strong relationships with college staff members, partners, and the broader community. We are committed to equity, believing in the value and ability of all students. We strive to embody integrity in all that we do.

**PURPOSE OF VOLUNTEER ROLE:** To support the mission of the Denver Scholarship Foundation by focusing on getting students to college by assisting the DSF College Advisor at the assigned high school's Future Center.

## **OPPORTUNITIES:**

- ✓ Communicate regularly with assigned supervisor to schedule volunteer hours and mutual expectations
- ✓ Create and run student passes to increase student Future Center exposure and intrusive advising
- ✓ Guide students through the college search and admissions process including assisting students in navigating college web pages and portals
- ✓ Suggest edits for personal statements, college essays, and resumes
- ✓ Input and organize student data
- ✓ Assist with financial aid process and completing financial aid (FAFSA) forms
- ✓ Submit transcripts, fee waivers, and letters of recommendation
- ✓ Research scholarships for limited-income and other diverse student factors
- ✓ Assist with college interview preparation
- ✓ Facilitate goal setting for students
- ✓ Conduct outreach to students and parents for events and workshops
- ✓ Create unique ways to incentivize and celebrate students
- ✓ Design and implement workshops relevant to volunteer's career focus, expertise, or other areas of need
- ✓ Chaperone college visits
- ✓ Organize student files
- ✓ Submit volunteer timesheet

**TIME COMMITMENT:** A minimum commitment of two hours per visit is requested, and a weekly or bi-weekly commitment is preferred throughout the entire school year. Volunteer opportunities are available Monday – Friday, roughly 8:00 a.m. - 3:30 p.m. during the school year (August-May). Schedule will be determined by you and your supervisor.

**QUALIFICATIONS NEEDED:**

- Passion for the Denver Scholarship Foundation's mission and values
- Personal and/or professional experience working with students of diverse backgrounds including limited-income students, first generation college students, and/or students of color
- Culturally competent with an ability to develop quick rapport with high school students
- Self-starter while also possessing a willingness to accept direction from the supervising College Advisor
- Strong attention to detail
- Excellent organizational and communication skills
- Reliable, responsible, flexible, and punctual
- Experience with Google suite (docs, sheets, etc.), Excel, Microsoft Word, and other computer applications
- Comfort speaking Spanish to communicate with students and their families, preferred

**BENEFITS:**

- Benefit from working within a warm, friendly, equity-focused and diverse organizational culture at a growing and reputable organization, Denver Post's Top Places to Work (#4)
- Serve on a team that supported the largest college enrollment rates in DPS history in 2017
- Grow inspired by DSF Scholars and Alumni at workshops, events, and through other volunteer opportunities
- Stand out among employee candidates by demonstrating your commitment to DSF's mission and values
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise

**LOCATION OF JOB:** Various High Schools in Denver, Colorado.

**CONTACT:** Caryn Oppenheim, volunteer manager, 303-650-6567 or [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org)