



## **College Success Drop-in Support**

### **Volunteer**

#### **Position Description**

#### **DENVER SCHOLARSHIP FOUNDATION**

Denver Scholarship Foundation (DSF) is seeking a volunteer to join our team. We are looking for a passionate, driven individual who desires to excel within an evolving organization. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denver's students.

DSF is a nonprofit organization whose mission is to inspire and empower Denver Public Schools' students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success.

**PURPOSE OF VOLUNTEER ROLE:** This position is a non-paid on-going volunteer role situated within the College Success department of DSF at our Auraria Campus. The College Success Drop-in Support Volunteer will serve as a support for students with surfacing needs connected to their career and educational success.

#### **OPPORTUNITIES:**

May include but are not limited to:

- Review and partner with students to develop strong resumes
- Counsel in the areas of financial literacy, financial aid, career exposure, and other areas of need
- Assist students in interview preparation
- Assist at workshops when workshops arise
- Share career guidance based on one's own experience in the pertinent field
- Work through the Free Application for Federal Student Aid (FAFSA)

#### **QUALIFICATIONS NEEDED:**

- Passion for DSF's mission and values
- Ability to assist students during the daytime and a flexibility in providing one-on-one or group support during designated drop-in hours
- Experience working with and developing a rapport with college-aged students from diverse backgrounds
- Strong attention to detail
- Excellent communication skills
- Reliable, responsible, flexible, and punctual
- Discretion with confidential student information

- Experience with Google suite (Docs, Sheets, etc.), Excel, Microsoft Word, and other computer applications

**BENEFITS:**

- Benefit from working at one of Denver Post's Top Workplaces (#4): a warm, friendly, equity-focused and diverse organization
- Serve on a mission-driven team that upholds a college persistence rate that remains 2.5 times the national average for the diverse student population DSF supports
- Enhance the capacity of the College Success Team and its partners in supporting students achieve their academic and career goals
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise
- Grow inspired by DSF's Scholars and Alumni at workshops, events, and through other volunteer opportunities

**CONTACT:** Complete the volunteer application on our website at [denverscholarship.org/get-involved/volunteer](https://denverscholarship.org/get-involved/volunteer) and please mark off the College Success box for areas of interest and indicate your interest in this particular role in the application.

**The process:**

Application: 10-15 minutes

Phone Screening: 30 minutes

Background Check: 5 minutes

Volunteer Orientation: 1 hour

*For questions contact Caryn Oppenheim, volunteer manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org) or 303.640.6567*