



## **College Success Workshop 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 Workshop Support Volunteer will serve as an aide for DSF Campus Advisors in developing content and/or assisting in workshop logistics geared towards DSF Scholars.

#### **OPPORTUNITIES:**

May include but are not limited to:

- Create alluring marketing materials and strategies to attract students to workshops (applicable to certain campuses)
- Ability to provide on-going volunteer support during daytime hours
- Assist Campus Advisors in content creation and presentation
- Survey students to assess the need for particular workshop content
- Aid Campus Advisors and Auraria Campus staff in handing out workshop materials, facilitating, and/or engaging students during the workshops
- Disseminate reminder communications to students for upcoming events and workshops
- Present on topics of interest or expertise relevant to student need

**QUALIFICATIONS NEEDED:**

- Passion for DSF's mission and values
- Experience in event and/or workshop planning
- Experience working with and developing a rapport with college-aged students from diverse backgrounds
- Strong attention to detail while also possessing an ability to think innovatively and creatively
- 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 through content deployment and event logistics
- 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*