



## FAFSA Support Volunteer Position Description

### **DENVER SCHOLARSHIP FOUNDATION**

Denver Scholarship Foundation (DSF) is seeking a FAFSA Support 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 ROLE:** This position is a non-paid volunteer role working collaboratively with the volunteer team and the programs department at DSF's Main Office. The FAFSA support volunteer will assist in the administrative coordination of FAFSA workshops and volunteer data. During the 2018 fall FAFSA season, 82 volunteers helped DSF to support 1,037 students to submit their FAFSAs! In this role, you will help ensure a positive experience during FAFSA workshop season for volunteers and staff.

### **OPPORTUNITIES**

Duties may include but are not limited to:

- Maintain the volunteer database system for FAFSA workshops, tracking volunteers' completion of each step in the volunteer sign-up process
- Reassign volunteers and staff based on requests and evolving workshop needs in signup.com
- Communicate changes to workshop staffing to volunteers and staff
- Assist with preparation of materials for FAFSA trainings and workshops
- Assist at FAFSA Trainings with set-up and registration
- Record FAFSA volunteer workshop attendees

### **QUALIFICATIONS:**

- Passion for the Denver Scholarship Foundation's mission and values
- Strong attention to detail
- Reliable, responsible, flexible, and punctual
- Experience with Google suite (docs, sheets, etc.), Excel, Microsoft Word, and other computer applications

### **BENEFITS:**

- Directly impact DSF's ability to provide effective support to DPS students and families in the first step of the financial aid application process
- 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)
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise
- Attend a Free Professional Development FAFSA Training

**The volunteer welcome process:**

Application: 10-15 minutes

Phone Screening: 30 minutes

Background Check: 5 minutes

Volunteer Orientation: 1 hour

**CONTACT:** Caryn Oppenheim, volunteer manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org) or 303-640-6567