



Routt County United Way

PROGRAM MANAGER POSITION DESCRIPTION

RESPONSIBILITIES

This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Essential Functions

The Program Manager is responsible for all aspects of RCUW programs. Specifically, the Program Manager is responsible for planning, advertising and promoting, implementing and evaluating all RCUW programs.

The programs to date in this responsibility are the following: Day of Caring, Thanksgiving Community Dinner, Holiday Exchange Market, Volunteer program, Women United and Imagination Library and Bell ringing. We are planning on adding Volunteer Income Tax Assistance (VITA) program first quarter 2020.

- *Day of Caring*
 - Prepare Day of Caring budget and timeline with promotion, advertisement and resources.
 - Design with Marketing the Day of Caring flyer, advertisement and emails.
 - Recruit volunteers and agency projects.
 - Match volunteers with projects and send detailed communication to both volunteer and project point person.
 - Assign staff and volunteers to visit projects so that all projects are visited on Day of Caring.
 - Refine, manage and facilitate the Volunteer of the Year program.
 - Arrange for photography and catalog photos on file server.
 - Ask office manager to order any Day of Caring supplies
 - Buy Volunteer of the Year recognition awards
 - Create and facilitate Day of Caring day agenda including detailed lunch presentation agenda.
 - Make lunch arrangements with Lion's Club.
 - Code and submit invoices
 - Complete annual Day of Caring report.
 - Present annual report to staff and board.

- *Thanksgiving Dinner*
 - Secure facility with the City of Steamboat Springs
 - Prepare Thanksgiving budget and timeline with promotion, advertisement and resources.
 - Design with Marketing the Thanksgiving advertisements and emails.
 - Create sign-up.com for food donations and volunteer spots
 - Recruit food donations
 - Recruit volunteers for working day of Thanksgiving.
 - Recruit and plan kitchen staff
 - Negotiate paper goods with the Green company
 - Secure all other in-kind donations such as high chairs, supplies from Sodexo.
 - Order warmers from Colorado Event Rentals
 - Code and submit invoices
 - Arrange other logistics as needed
 - Create signage for event, sign in sheets and tabling materials
 - Work the event
 - Produce annual Thanksgiving report and thank you advertisement.

- *Holiday Exchange Market (HEM)*
 - Organize and facilitate community steering meetings starting in August.
 - Work with each department head to be sure all is on track for a successful market including securing the facility, truck, donations, musicians, etc.
 - Prepare HEM budget and timeline with promotion, advertisement and resources.
 - Create signup.com/amazon for donations and volunteers.
 - Facilitate the mitten board program
 - Arrange, solicit and secure enough boxes for packing donations.
 - Arrange for load in volunteers.
 - Code and submit invoices
 - Work the event.
 - Complete annual HEM report and present to staff and board.

- *Volunteer Program*
 - Proactively engaged volunteer community on an ongoing basis and recognize volunteers.
 - Manage the Pilot partnership volunteer column.
 - Acknowledge new volunteers and actively engage and follow up to be sure volunteer is satisfied.
 - Maintain volunteer database.
 - Code and submit invoices
 - Track how many volunteers for each program and then total for year. Quantify it with most recent volunteer dollar rate.

- *Women United*
 - Be the main point person for Women United Steering committee. Actively work with steering committee members' to be sure new members are engaged.
 - Design Women United emails, promotional material and communication with Marketing and Steering committee officers
 - Manage and order supplies and promotional materials
 - Plan events and manage all logistics
 - Code and submit invoices
- *Imagination Library*
 - Ensure registration supplies are throughout the county at designated locations
 - Ensure registrations are entered on a monthly basis.
 - Write grants to secure funding
 - Manage and order supplies and promotional materials
 - Work with steering committee on volunteer reading program
- *Bell Ringing*
 - Work with board committee to designate each board member for a day of supervision
 - Prepare Bell Ringing budget and timeline with promotion, advertisement and resources.
 - Create signup.com for bell ringing spots.
 - Recruit groups to take a half day or day.
 - Be the interface between board and volunteers with schedules and supplies.
 - Produce annual Bell Ringing report and present to staff and board.
- 2-1-1 and Familywize
 - Promote programs and stay up to date on changes.
 - Update website content as needed.

Other Duties

Social Media for RCUW

- Create and maintain social media calendar for the company
- Maintain website content updates
- Write blogs sharing our programs success

Qualifications

- College degree or above
- Prior project management experience preferably in nonprofit management
- Proficiency with computers and experience with MS Office applications such as Excel, PowerPoint and Publisher.
- Accuracy and attention to detail.
- Ability to communicate effectively, verbally and in writing.

- Possess great customer service skills.
- Ability to relate well with people and communicate in a pleasant and professional manner.
- Interest in United Way's mission

SUPERVISION AND EVALUATION

- The Program Manager is supervised and evaluated by the Executive Director.
- Monthly one-on-one touch base meetings will be conducted.
- An annual evaluation will be conducted on the year anniversary of employment.