

CARRY-OUT CARAVAN PROGRAM SPECIALIST (Part-time in our Greeley, CO Office)

At Cultivate, we believe in treating everyone like family. When you join our team you become part of our family and will make a difference in seniors' lives every day by providing them the support and connections that make them feel engaged with their community.

About Cultivate:

Cultivate is a nonprofit that has been providing no-cost, volunteer-powered services to Boulder, Broomfield and Weld County seniors for over 50 years. Not only do our programs provide seniors access to healthcare, transportation, food, and safety, but they also facilitate connections that make seniors feel valued. At Cultivate, we are committed to Diversity, Equity and Inclusion work to better serve all members of our community. Join our small, friendly office and use your skills to promote volunteerism and support for seniors in need.

Please visit www.cultivate.ngo to learn more.

About the Position:

We're looking for someone who can work within our Programs Team as a **Program Specialist, with emphasis on our Carry-Out-Caravan (Grocery Shopping and Delivery) program in Greeley, CO**. You will maintain regular contact with both our clients and volunteers, providing excellent customer service and high levels of compassion at all times. Additionally, you must be able to represent Cultivate positively and professionally within the community.

This position includes recurring access to vulnerable populations.

Responsibilities:

- Coordination of weekly grocery program including volunteer management and scheduling.
- Provide on-site management in the Greeley office starting at 1:30pm each Wednesday for volunteer order takers.
- Provide on-site management starting at 7:00 a.m. each Thursday for our grocery shopping and delivery program at King Soopers in Greeley.
- Attend one staff meeting per month at our headquarters office in Gunbarrel, CO.
- Provide excellent customer service through email, over the phone, and in person.
- Complete Client Intake, including collecting and storing client paperwork and information.
- Maintain database, coordinate and approve client-volunteer assignments, and communicate and provide guidance to clients and volunteers.
- Provide support and coordination of services with Weld County-based volunteers.
- Create reports on services, volunteers, and clients.
- Work with the Programs Team to improve services.
- Some administrative and clerical assistance. Other duties as assigned.

Competencies:

- Maintain confidentiality regarding client information.
- Ability to multitask, be flexible, and organized.
- Motivated to learn and sharpen skills.
- Must commit to and display Cultivate's core values in their work.
- Compassionate and patient when dealing with senior clients.
- Ability to accept and provide constructive feedback.
- Ability to take initiative in an innovative atmosphere.
- Must be energetic, patient, and positive when communicating with clients and volunteers.
- General data entry and database knowledge.
- Requires one full day of being on your feet at the grocery store.

Qualifications/Skills Required

- 2 years of administrative duties, data entry and/or customer service in an office setting.
- Current driver's license, reliable transportation regardless of weather conditions, cell phone and GPS.
- Proficiency in Microsoft Office, video conferencing tools and general computer competencies.
- Meet the National Service Criminal History Check requirements.
- Ability to connect with others and forge strong relationships
- Capable of interacting compassionately and relating well with older adults
- Demonstrate a commitment to diversity, equity, and inclusion
- Take initiative and works with minimal supervision
- Ability to manage light physical demands (lifting up to 10 lbs and being on feet when on site at grocery store)

Compensation: This is currently a part-time position, estimated at 10-15 hours per week starting at \$18/hour with mileage reimbursement and PTO (earned at a pro-rated rate for full-time). There is the potential and opportunity for the number of hours for this position to increase as our service delivery in Weld County increases over time.

Currently anticipated weekly schedule: 1:30-3:30pm each Wednesday; 7am – 3pm each Thursday; 10am-12pm one Monday per month; additional hours as agreed upon based on program and volunteer needs.

TO APPLY:

Please send a cover letter and resume to jobs@cultivate.ngo. Please type "Program Specialist-Greeley CO" in the subject line. **No phone calls please.**

Cultivate shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.