



Team Works Team Leader Position Description

Title: TeamWorks Team Leader

Program Description: TeamWorks is a volunteer program that fuses education, team building, reflection, and service into a unique opportunity to better understand and remedy the underlying issues affecting our community. Individual volunteers will come together as a team and volunteer at a series of projects focusing on a specific area of need.

Responsibilities:

- Attend all TeamWorks projects
- Collaborate with MV staff and non-profit agencies to create and confirm TeamWorks projects
- Facilitate team introductions, educational activities, service projects, and reflections
- Communicate project details to all team members
- Keep team motivated, engaged, and accountable
- Use the *Impact* web site to manage and coordinate team members
- Administer post-project evaluations

Qualifications:

- Knowledge of session issues and agencies in Denver
- Excellent communication skills, organized and detail oriented
- Ability to facilitate groups
- Passion for commitment to service-learning and volunteerism
- 18+ years old

Time Commitment: Seven weeks; approximately three to four hours per week.

Training Requirements: Attend an Impact Project Coordinator Training and TeamWorks Team Leader Training.

Benefits:

- Make a difference in Denver
- Develop leadership skills
- Learn about and develop relationships with the nonprofit community in Denver
- Build relationships with other volunteers by working together as a team
- Gain an in-depth understanding of issues facing our community
- Learn new ways to become a more active member of our community

Questions? Contact Nancy at 303.282.1234 ext. 314 or nancys@metrovolunteers.org.