

Rocky Mountain Roundup

Outreach & Volunteers Coordinator Position Description

Role Type: Community Engagement / Volunteer Management

Reports to: Director of Vision and Community Impact with a dotted line to Chair & Co-Chair

Works Closely With: Director of Vision and Community Impact, Event Directors, Co-Chair, and Marketing Director, and Registration

Position Summary

The Outreach & Volunteers Coordinator is responsible for strengthening the Rocky Mountain Roundup's relationship with the LGBTQIA+ recovery community by connecting with groups, fellowships, and individuals to expand awareness, participation, and engagement. This role also oversees volunteer recruitment and placement for all Events and the Roundup weekend. The Coordinator partners with Marketing and the Co-Chair to ensure outreach materials effectively reach targeted communities and works to make the Roundup accessible by offering service-based scholarship opportunities for individuals who may not otherwise be able to attend.

Key Responsibilities

Community Outreach & Engagement

- Build and maintain relationships with LGBTQIA+ recovery groups, meetings, service bodies, and community organizations.
- Attend relevant meetings and Events to share information about the Roundup and invite participation.
- Serve as the primary contact for inquiries from groups wanting involvement or information.
- Support the Director of Vision & Community Impact by gathering insight from community interactions and elevating emerging needs or concerns.

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Marketing Collaboration

- Work closely with the Marketing Director to:
 - Identify target fellowships, groups, and geographic areas for outreach.
 - Tailor messaging to resonate with various segments of the LGBTQIA+ recovery community.
 - Ensure marketing campaigns reflect accurate and up-to-date outreach opportunities.
- Provide feedback to marketing on what outreach efforts are most effective.

Volunteer Recruitment & Management

- Recruit volunteers for Roundup fundraising Events and the Roundup weekend
- Promote service opportunities as a path to scholarship-based attendance for those with financial need.
- Maintain a volunteer list, schedule, and role assignments that support all Committee areas.
- Communicate clearly with volunteers about expectations, tasks, training, and schedules.
- Work with the Event Director and Programming to ensure all volunteer-dependent activities are adequately staffed.

Scholarship & Accessibility Support

- Coordinate the service-for-scholarship process, ensuring it is fair, confidential, and accessible.
- Work with Registration to track scholarship recipients and verify completion of volunteer commitments.
- Help remove barriers to participation for individuals who may lack funds or support by connecting them to service roles.

Committee Collaboration

- Provide regular updates during planning meetings on outreach progress and volunteer readiness.
- Help identify engagement gaps or underserved areas of the recovery community.
- Support other Committee leads as needed, especially in moments requiring additional volunteers.

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Qualifications

- Strong communication and relationship building skills.
- Comfort interacting with diverse groups and fellowships within the LGBTQIA+ recovery community
- Experience organizing volunteers, Events, or community programs (preferred).
- Commitment to AA principles and inclusive community values.

Time Commitment

- Monthly Committee meetings.
- Regular outreach activities throughout the year.
- Increased engagement and volunteer coordination for Events and the Roundup.
- Availability during Roundup weekend for onsite volunteer management.

Term Length

- Typically 1 year.