



Volunteers for Outdoor Colorado (VOC) Position Description

Position:	San Luis Valley Volunteer and Partnership Coordinator: United States Forest Service (USFS) Rio Grande National Forest and US Bureau of Land Management (BLM) San Luis Valley Field Office
Position Type:	Full-time; exempt. Benefits: Health insurance allowance plus paid vacation, sick and holiday leave
Reports to:	Primary: USFS Staff / Secondary: VOC Director of Statewide Stewardship
Office Location:	USFS, Rio Grande National Forest Headquarters, Monte Vista, CO <i>(location at an alternative USFS office in the San Luis Valley is possible)</i>

INTRODUCTION

The Rio Grande National Forest of the USFS and the BLM San Luis Valley Field Office recognize the need for a volunteer and partnership program coordinator to provide leadership and coordination in order to take advantage of volunteers, partnerships and youth corps to care for public lands.

Position will be an employee of VOC, yet based on the Rio Grande National Forest. This position supports VOC's efforts to continue building public land stewardship capacity through partnerships and volunteers, providing partnership management and coordination for public lands within the San Luis Valley. This position's primary responsibilities will include:

1. Management, coordination and administration of volunteer programs in the San Luis Valley.
2. Coordination and support of Rio Grande NF Ranger Districts and the BLM San Luis Valley Field Office to manage their volunteer needs, projects and training.
3. Fostering and development of partnerships with other agencies, municipalities and organizations in the community.
4. Pursuit of alternative funding opportunities to support ongoing development of the volunteer and partnership program.
5. Capacity building for volunteer management for USFS, BLM and VOC.

ESSENTIAL JOB DUTIES

- Develop and implement a systematic approach for outreach and volunteer recruitment for specific projects and ongoing volunteer opportunities.
 - Manage volunteer recruitment outreach and communications for outdoor stewardship projects and for ongoing volunteer opportunities.

- Manage and coordinate volunteer projects with agency/organization representatives and partners.
- Work with the USFS, and VOC to identify volunteer needs and match volunteers to those needs for direct project and ongoing volunteer opportunities.
- Manage volunteer registration and communications processes using VOC's database and registration systems and volunteer recruitment tools.
- Develop a system for identifying and developing projects and volunteer opportunities internally within the USFS and BLM.
- Serve as primary contact for volunteer program inquiries (staff and public).
- Foster and develop USFS partnerships with other agencies, municipalities and organizations in the community – serve as agency liaison, attend partner meetings.
- Develop programs to train volunteer leaders using VOC's Outdoor Stewardship Institute resources and USFS internal resources.
- Conduct effective marketing and communications about volunteer opportunities/projects through meetings, newsletters and other means.
- Solicit in-kind donations from local businesses for volunteer projects.
- Oversee administration of volunteer recordkeeping - volunteer agreements, agreement log, volunteer files, event sign-up sheets
 - Serve as primary administrator of USFS and BLM volunteer data in online database (post and manage opportunities)
 - Compile fiscal year volunteer data and submit volunteer and partnership report for all VOC projects and programs
- Pursue alternative funding opportunities to support ongoing development of the USFS and BLM partnership and volunteer program (grants, etc.)
- Serve as Project Lead for all VOC specific projects and staff all other volunteer projects on-site as necessary.
- Assist agencies with Youth Corps, Conservation Corps and other partnering organizations project development, management, and scheduling.
- San Luis Valley tool and gear cache management
 - Pursue funds to purchase tools as needed
 - Maintain tools and other equipment as needed throughout the season
 - Manage and coordinate tool check out procedures with local stewardship and stakeholder groups

Evening and weekend work is often required as part of the job. No overtime will be paid, so job hours are flexible according to the requirements of the job.

QUALIFICATIONS

The successful candidate will possess many of the following attributes:

- Previous experience coordinating and recruiting volunteers, planning volunteer projects and working with the public in a nonprofit and/or government environment.
- Demonstrated experience in planning, organizing, and implementing a project from conception.
- Basic knowledge of trail construction and maintenance and/or ecological restoration strongly desired.
- Excellent people skills, customer service orientation and cultural diversity skills.
- Educational background preferred in any of the following fields: natural resources management or environmental studies, nonprofit management, planning.

- Comfort with public speaking and representing the agency/organization at public events.
- Commitment to civic engagement in preserving our natural and cultural resources and to building a diverse pool of volunteers.
- Ability to self-initiate and self-direct workflow, as well as comfortable working with a team to achieve goals. Outstanding time management and organizational skills.
- Team player with initiative, determination, flexibility and a sense of humor that is looking for an opportunity to have impact in the growing citizen environmental stewardship movement while continuing to learn, grow and develop as a professional.
- Computer literate including word processing, data base management, and internet use; knowledge of web-based data systems.
- Willingness to work weekends and nights based on project and meeting requirements.
- Willingness and ability to travel within Colorado. Valid Colorado driver's license and excellent motor vehicle record required.
- Knowledge of and experience with Conservation Corps and other similar stewardship organizations
- Wilderness First Aid or Wilderness First Responder and experience with risk management in an outdoor setting

Physical Requirements: Ability to lift 50 pounds. Ability to hike 5 miles carrying a tool and work in all weather conditions.

Compensation: \$40,000-\$45,000 annualized salary

Applications Due Date: No later than 5:00 PM on Friday, May 19, 2017

Application Requirements: For confidential consideration, please email a Cover Letter and Resume as one single PDF file to jobs@voc.org

Subject line: San Luis Valley Volunteer & Partnership Coordinator Position

No phone calls, please.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

VOC is committed to equal opportunity and equal treatment for all qualified individuals based on individual merit and capability. Our commitment applies without regard to race, color, religion or creed, gender, sexual orientation, national origin or ancestry, age, marital status, veteran status, disability or any factors identified and protected by federal, state and local law.