



Position:	Programs Manager
Position Type:	Year-round, full-time, exempt employee
Organization:	Volunteers for Outdoor Colorado
Location:	Washington Park in Denver, CO
Compensation:	Annualized salary based on experience and includes comprehensive benefit package

About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Our vision is to foster within every Coloradan a passion for and commitment to caring for the outdoors. To do this, we engage thousands of adult and youth volunteers annually in building and maintaining trails, invasive weed control, planting trees and gardens in parks and open spaces, and restoring fire and flood damaged lands – all across the state. Since 1984, VOC has engaged more than 110,000 people to get involved in and become inspired to care for Colorado – a total donated labor value of nearly \$22 million. For more information, please visit our website at www.voc.org.

Position Summary

The Programs Manager reports to the Director of Community Relations and Strategic Partnerships and is responsible for managing VOC's multiple programs designed to engage a wide variety of people in outdoor stewardship. This includes planning, implementing and evaluating existing programs such as Young Stewards, Youth SWATs (Stewardship with a Team), Family Friendly Projects, the award winning high school Cairn program and the DIY Stewardship program. Management of new program initiatives and coordination of pilot programs such as VOC's middle school based immersion program – Outdoor Play, Learn and Serve Days - are also within the portfolio of this position's responsibilities. A portion of this role includes field-based volunteer project work, especially with youth and families – that requires project management and planning skills and the ability to lead outdoor stewardship projects.

Responsibilities

- Develop, implement and evaluate annual program plans and ensure program goals are met.
 - Develop appropriate stewardship activities delivered through various methods (projects, mobile app, online) to engage target program participants.
 - Create innovative strategies and programs that will engage new populations based on trends and changing demographics.
 - Enhance program offerings and shift strategies as appropriate.

- Develop partnerships and manage relationships with program specific partners and land managers.
- Participate in community and statewide outdoor initiatives to ensure stewardship efforts are included.
- Serve as the primary contact for Youth and Family programs and DIY Stewardship Program.
- Manage the Youth Cairn program including recruiting and training mentors, planning monthly activities, developing curriculum for environmental education as well as leadership development, and securing partnerships which will further enhance the program for youth participants.
- Ensure program outcomes and impacts are tracked through VOC's internal database, program updates, and annual post-program reports.
- Manage a portion of VOC's outdoor stewardship projects through project selection, appropriate project activities, and sound communications with partners and program participants.
- Assist with VOC's strategic initiatives such as volunteer leadership development and stewardship toolkit development.
- Assist with marketing, communication, and outreach efforts for primary programs of responsibility.
- Assist with meeting fundraising goals through development, implementation and documentation of strategies related to programs.

Qualifications

- Bachelor's degree in any of the following or related fields: natural resources management, environmental studies, education, or nonprofit management.
- Three to five years of program management experience with a nonprofit organization, including development of logic models, annual plans, and appropriate evaluation criteria.
- Demonstrated experience in various aspects of project management including meeting all deadlines, effectively working with partners, tracking, coordination, follow up and implementation.
- Excellent oral and written communication skills, including public speaking.
- 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.
- Ability to lift 50 pounds.
- Willingness and ability to work weekends and evenings based on project and meeting requirements, especially during the warm weather work season.
- Willingness and ability to travel within Colorado.
- Valid driver's license and excellent motor vehicle record required.
- Criminal background check is required for this position.
- Minimum of basic first aid/CPR certification, wilderness first aid or ability to complete training in first six months of employment.

Supervisory Responsibility

This position assists with supervising at least one intern per year.

Application Deadline: Applicants are encouraged to apply by June 9th. The position will be open until filled.

To Apply: Email a cover letter, resume, and salary requirements as one, single PDF document to jobs@voc.org and include "Programs Manager" in the subject line.

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, sex or sexual orientation, national origin or ancestry, age, marital status, veteran status, disability or other factors identified and protected by federal, state and local law.