

Projects and Operations Manager

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington Park Office
600 S Marion Parkway, Denver, CO 80209



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, creating healthy environments for plants and wildlife through native species plantings and 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 on the organization, please visit our website at www.voc.org

Position Overview

The Project and Operations Manager is a full time, non-exempt position that works within the VOC program team and closely with the Senior Projects and Training Manager to oversee the operational needs for VOC's boots on the ground stewardship projects. The position also provides professional project management, logistical support and volunteer leadership coordination on VOC volunteer projects administratively and in the field (including extensive travel around the state), and administrative and development support in the off season.

Core Competencies

The following competencies are expected from all team members at VOC:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to customers, volunteers, donors, etc.
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates things independently and to help improve the organization
- Accountability: reliable and inspires trust in others

Responsibilities

Operations Management:

- Oversee VOC Operations (Ops) Center, a 5,000 sq. ft. facility used for the maintenance and storage of VOC tools, equipment and food.
- Manage VOC Vehicle Fleet.
- Develop and manage associated budgets (tools, ops center maintenance, vehicles, truck rental, volunteer food).
- Ensure project In-Kind development needs for food, tools and materials are met.
- Develop and manage an asset inventory for the Ops Center.

Project and Volunteer Management:

- Lead a portfolio of assigned volunteer stewardship projects including:
 - Facilitating communications with land managers and other partner organizations.
 - Coordinating volunteer project team through VOC's project planning process.
 - Providing staff leadership at projects.
 - Preparing and sending pre- and post-project volunteer communications for assigned projects.
 - Managing logistical and leadership requirements of assigned projects.
- Participate with program team on outreach to prospective volunteers and groups.
- Accurately compile project data, volunteer records, and evaluation forms.
- Assist with project development and relationships for future projects.
- Assist with coordination of VOC volunteer leadership development and skills trainings and provide logistical/staff representation as needed for trainings.

Additional Duties:

- Assist Senior Projects and Training Manager with supervision and orientation of Seasonal Project Managers.
- Assist Director of Statewide Stewardship and development team with project related grant writing.
- Work collaboratively with development team to promote membership and other fundraising efforts.
- Lead or assist with annual events and volunteer meetings, including ongoing work with VOC's Leadership Development Advisory Committee.
- Administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects.
- Perform related duties as required to support and strengthen the mission and purpose of VOC.

Attendance at evening meetings and assigned project weekends and site visits across Colorado are required

Qualifications

Education and Previous Experience:

- Requires previous outdoor leadership experience.
- Requires experience recruiting, coordinating and/or leading volunteers, youth corps or staff positions and/or working with the public in a nonprofit and/or government environment.
- Prefers previous volunteer or staff experience with trail work, ecological restoration, or other outdoor stewardship projects.
- Requires minimum of basic first aid/CPR certification, wilderness first aid preferred, or ability to complete certification in first 30 days of employment.
- Required Bachelor's degree in a related field or at least 2 years of professional experience in programmatic management.

Required Skills, Qualities and Abilities:

- Willingness and ability to work weekends and evenings based on project and meeting requirements.
- Willingness and ability to travel extensively in Colorado and work in a variety of outdoor environments and weather conditions.
- Excellent people skills, customer service orientation, and public speaking skills.
- Proven time management and organizational skills.

- Ability to self-initiate and self-direct workflow.
- Team player with initiative, determination, flexibility, and a sense of humor.
- Computer literate including email and word processing, data entry, and internet use.
- Valid driver's license and excellent motor vehicle record required.
- Criminal background check required.

VOC Project Managers must own the following equipment for use on projects:

- Sturdy hiking boots or work boots
- Rain gear and warm outdoor layers
- Tent
- Sleeping bag/sleeping pad

Physical Requirements

- Comfort camping and working in front and backcountry settings, inclement weather and high altitude.
- Comfort working with basic hand and power tools in support of trail or restoration work.
- Strong hiking ability with capacity to travel long distances with tools and full pack at high altitude and over un-even terrain.
- Ability to lift 75 lbs.

Job duties also include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English.

To Apply

Email a cover letter, resume, and wage requirements to jobs@voc.org, as a single PDF, and include "Projects and Operations Manager" in the subject line.

No Phone Calls.

Applications for the position will remain open until filled.

Compensation

VOC offers a competitive total rewards package of hourly compensation and benefits. This is a non-exempt position. The employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day.

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