



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Internship Announcement

**POSITION:** Statewide Volunteer Program Internship

**START & END DATE:** August 27, 2018 - March 29, 2019 (exact dates may be flexible)

**PAY RATE & SCHEDULE:** \$12.00 an hour. 40 hours per week primarily during weekdays, with occasional evenings and weekends.

**LOCATION:** Colorado Parks and Wildlife Office, 6060 Broadway, Denver, CO 80216

**JOB DESCRIPTION:** Colorado Parks and Wildlife's Volunteer Program has a temporary intern position available for 40 hours per week based in north Denver. This position will help recruit, train and coordinate the use of volunteers in a variety of activities and programs relating to Colorado's wildlife and outdoor recreation resources and the management of those resources. This position provides a great entrance into the working worlds of land management, outdoor stewardship, and volunteer management in the great state of Colorado. The Volunteer Program consists of the statewide volunteer coordinator, 4 regional coordinators, 2 program assistants and a multitude of field staff.

**DEADLINE FOR APPLICATIONS:** July 30, 2018

### **DUTIES:**

- Provide high-quality customer service over the phone and in written communications.
- Maintain accurate records of hours and reports in the Volunteer Database.
- Develop training and education materials for volunteer and staff use.
- Assist staff and volunteers with Volunteer Program questions and requests.
- Oversee recruiting efforts (e-mail communications, interviews, social media outreach) for current and prospective volunteers.
- Organize uniform inventory and distribute supplies to staff and volunteers.

### **MINIMUM REQUIREMENTS:**

- Strong communication and customer service skills (written and verbal).
- Excellent organization skills.
- Experience working and managing volunteers.
- Proficiency with Microsoft Office and Google Apps programs.
- Proficiency with online services such as SurveyMonkey, Constant Contact, etc.
- Self-directed and motivated to be pro-active in spending time effectively.
- Knowledge of how to maintain and update websites and social media platforms.

**HOW TO APPLY:** Please email a cover letter, resume, and list of references to [fletcher.jacobs@state.co.us](mailto:fletcher.jacobs@state.co.us) and include "Volunteer Program Internship" in the subject line.

For more info on CO Parks and Wildlife, please visit - [www.cpw.state.co.us](http://www.cpw.state.co.us).

