



## **2020 Seasonal Job Announcement**

### **Friends of the Dillon Ranger District**

### **Youth Programs Coordinator Position**

Full-Time/Seasonal (late May – end of September; 35-40 hours/week)

\$14-\$16 per hour dependent on experience

**Reports to: Education & Youth Programs Manager/Programs Manager**

#### **FDRD Mission and History:**

Friends of the Dillon Ranger District (FDRD) is a nonprofit organization that promotes stewardship of the White River National Forest in Summit County, Colorado through partnerships, volunteer service, education and support.

#### **Expectations for All Employees:**

Support the FDRD mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job.

#### **Job Purpose:**

Under the direction of FDRD's Education & Youth Programs Manager and FDRD's Programs Manager, the Youth Programs Coordinator is the primary lead for 15 to 25 outdoor youth volunteer stewardship projects and educational programs on National Forest lands in Summit County, Colorado. In addition, the Youth Programs Coordinator will assist FDRD staff on all-ages projects throughout the season. Project work includes trail maintenance, trail construction and realignment, watershed restoration, timber stand health, etc. Volunteer ages may vary from 4 to 80+ years old.

#### **Principle Responsibilities:**

- Facilitate outdoor youth-focused programs and projects approximately twice a week (June-Aug only).
- Responsible for assisting the coordination of a diverse range of community members on trail maintenance and forest health stewardship projects.
- Ensuring all projects meet expectations for worksite safety/risk management, a quality volunteer experience, and completion of work according to technical standards.
- Outline work and coordinate pre-project logistics for volunteers.
- Provide Marketing & Events Manager with relevant pre- and post-project information to be entered into website and database.
- Assisting with other season-long programs that FDRD runs.
- Scouts potential projects and makes recommendations for upcoming project season.
- Responsible for ongoing maintenance and care of FDRD tools, equipment, and facilities.
- Report to Marketing & Events Manager and Executive Director for in-office tasks.

#### **Desired Skills and Abilities:**

- Experience working with youth, under 18 years of age, on outdoor stewardship projects and/or environmental education programs, or trail experience with other demonstrated experience working with youth in outdoor settings.
- Working with a positive attitude is essential on a day-to-day basis.



- Experience or interest in trail building/maintenance and forest stewardship techniques.
- Passionate about FDRD's mission and committed to inspiring that passion in others through effective leadership and communication.
- Comfortable working in outdoor settings with a diverse group of volunteers ranging in age from 4 to 80+ years old.
- Experience or familiarity with other natural resource work including riparian restoration, community weed pulls, jack leg fence construction, etc. desired.
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally.
- Ability to communicate effectively with multiple audiences ranging from FDRD staff and volunteers to community partners and the general public.
- Exceptional capacity for managing and leading people.
- Desired computer skills include Microsoft Office software.
- Experienced with different social media platforms.

#### **Minimum Qualifications:**

- A degree from four-year college or university in natural resource management, non-profit management, or related field of study; or equivalent combination of education and experience.
- Must be certified in Wilderness First Aid or Wilderness First Responder and have current CPR certification by start date. FDRD will provide the fee for training.
- Finalists for the position must be able to pass a criminal background check.
- Current valid driver's license and good driving record.
- A personal vehicle to get to work rendezvous points.
- Must be able to perform physically demanding work at high elevations.
- Must be available for the full term of the position (late May – end of September)

#### **WORK SCHEDULE**

The weekly work schedule will be variable (averaging 35-40 hours/week) depending on project scheduling, with weekend work and occasional evenings required. Some travel within Summit County, occasionally with a personal vehicle, is required. The work is physically demanding and is performed at high altitude up to several miles hiking distance from trailheads. The majority of FDRD projects do not require overnight stays or extended camping in the backcountry, and staff usually reside in one of the surrounding communities. Housing is not provided.

#### **WAGES AND BENEFITS**

This is a temporary, full-time, non-exempt position. Compensation is \$14-16 per hour dependent on experience.

#### **To Apply:**

Submit resume, cover letter, and the names and contact information of three (3) references to [cam@fdrd.org](mailto:cam@fdrd.org). Please put "Youth Programs Coordinator" in the subject line. Please, no phone inquiries.

**For More Information About FDRD and Our Work, Visit [fdrd.org](http://fdrd.org).**

FDRD is an Equal Opportunity Employer.