



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

# Statewide Volunteer Program Internship

**DEADLINE FOR APPLICATIONS:** Tuesday, January 19, 2021

**DATES:** January 2021 - June 2021; 3 month extension possible

**PAY RATE:** \$14.00-15.00/hour

**SCHEDULE:** 30-40 hours/week, primarily weekdays from 8:00am-4:30pm, open to negotiation.

**LOCATION:** Colorado Parks and Wildlife (CPW) Office, 6060 Broadway, Denver, CO 80216.

- Work from home with occasional in-office days until COVID-19 restrictions lift. Laptop provided. No reimbursement available for home internet but can discuss options.
- Office located along the [RTD 8 line bus route \(stop at Broadway & 60th Pl\)](#).

## **JOB DESCRIPTION:**

CPW's Volunteer Program engages around 6,000 volunteers annually in a variety of projects and programs around the state relating to Colorado's wildlife, state parks, and natural resource management. The Volunteer Program team includes one statewide volunteer coordinator, four regional volunteer coordinators, and one program assistant, although hundreds of staff across the agency work with volunteers.

The Intern's primary focus is to support the operations of the statewide volunteer program to ensure a smooth experience for volunteers and staff. You support CPW's mission through behind-the-scenes recruitment, communication, support, and data management of volunteers. This internship includes at least three enrichment activities of your choosing, as well as the unique chance to learn about state government and natural resource management, develop new skills, practice leadership, and explore network and career opportunities.

## **RESPONSIBILITIES:**

- Provide high-quality, timely assistance to volunteers and staff through phone and email communications daily. Process requests, answer inquiries, and address questions.
- Support volunteer recruitment, placement, and retention from behind the scenes.
- Maintain accurate records in the volunteer database, and support transition to new volunteer database in 2021.
- Manage weekly volunteer Facebook Group posts and member approvals.
- Support volunteer recognition, including issuing park passes and mailing of gifts for eligible volunteers.
- Collect and propose content, develop and edit drafts, and send monthly volunteer newsletter via MailChimp.
- Participate in three enrichment activities. Examples might include: hunter education course, GIS or CPR/First Aid training, wildlife count, ride along with park ranger or wildlife manager, fish hatchery visit or fish spawn assistance, or lead an education event.
- Other duties and special projects as assigned.

### MINIMUM REQUIREMENTS:

- Collaborative, driven, and committed team player.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Strong communication and customer service skills (written and verbal).
- Excellent organization and ability to balance a variety of tasks.
- Comfortable doing administrative work and able to support a variety of employees and volunteers. This is an office job with occasional chances to be at volunteer events.
- Experience with or interest in learning about volunteer engagement.
- Passion for natural resources, environmental studies, outdoor education, communications, volunteerism, community service, and/or similar area.
- At least 18 years old.
- Able to get to the office when necessary.
- Able and comfortable to travel alone for enrichment activities if applicable (COVID dependent). Valid driver's license and good driving record if using State vehicle.
- Reliable internet connection while working from home, but can discuss options.

### PREFERRED QUALIFICATIONS:

- Proficiency with Microsoft Office and Google Applications.
- Proficiency with MailChimp and Facebook Groups.
- Priority given to people with life experience in community engagement and/or community-minded organizations we are trying to partner with.

### BENEFITS:

This internship pays into [PERA](#) (State pension program), but does not include medical benefits or paid holidays or vacation. Effective January 1, 2021, interns will begin to accrue paid sick leave. Accruals are 1 hour for every 30 hours worked, up to 48 hours per fiscal year.

ACCESSIBILITY: We will happily discuss and provide ADA accommodations at any time.

### HOW TO APPLY:

Send a resume (PDF) to Becky Mares at [becky.mares@state.co.us](mailto:becky.mares@state.co.us) with "Volunteer Program Internship" in the subject line. The PDF should have your first and last name in the file title.

Please also answer these questions in a separate PDF or in your submission email:

- Why do you want to work for CPW's volunteer program specifically?
- How might this particular internship help you achieve your career goals?
- What does volunteering or community service mean to you?

**CPW is committed to fairness and equality of opportunity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**

*The Department of Natural Resources participates in E-Verify. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about [E-Verify](#), including your rights and responsibilities.*

