

CITY OF BOULDER POSITION DESCRIPTION

DATE: December 14, 2020

POSITION TITLE: (Temporary) Volunteer Services Field Assistant

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Open Space and Mountain Parks Department (OSMP)/Community Connections and Partnerships (CC&P) Service Area



OVERALL JOB OBJECTIVE: The Volunteer Services Field Assistant role provides support and leadership in all aspects of running the Volunteer Service program (supervising volunteer groups and contract crews.) In this position, they work with the Coordinator of Volunteer Groups on OSMP projects and perform other duties as required for the Volunteer, Service Learning, and Partnerships (VSLP) workgroup. They are responsible for field and project management, team and staff responsiveness, training implementation, skills development, public communications, and administrative and logistical support.

Required Qualifications:

- Must have a valid drivers' license and the ability to maintain an acceptable motor vehicle record, along with operating a 4x4 truck. You will be occasionally responsible for driving volunteers and contract crew members.
- Acceptable background information, including criminal history, is required.
- Willing to work weekends.

Required Competencies:

- **Project Management:** Familiar with coordinating events or projects that involve many variables including time, people, logistics, resources, guidelines/specifications, and responding to unexpected or additional elements. Ensuring that information is complete and accurate; and agreements are fulfilled. Attention to detail is crucial. (move up)
- **Instructing:** Teaching groups and crews on technical skills in the field in land management. Demonstrating commitment to mentoring others, answering questions, and providing a safe space to learn.
- **Leading Others with Emotional Intelligence:** Motivating, developing, and directing people as they work, identifying the best people for the job. The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.

- **Teamwork:** Working effectively as a leader and member of formal and informal teams. Understanding the interests and concerns of others and able and willing to share and receive information. Demonstrating interest, skill, and success in getting groups to learn to work together. Willing to help in any capacity. Demonstrates direct, courageous communication by openly sharing successes and challenges to support team learning and individual growth.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it. Completes work in a timely and consistent manner.



Preferred Competencies:

- **Flexibility and Adaptability:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things. Able to function effectively when directions or priorities change quickly.
- **Written and Oral Communication:** Speaking or writing to communicate ideas in interviews, recruitment, email coordination, newsletters, and reports. Actively listens to concerns and is open to the ideas of colleagues and customers. Ability to communicate tactfully and effectively with the public and coworkers, with excellent customer service skills.
- **Problem Solving & Decision Making:** Ability to recognize needs, assess possible methods to meet needs, and act on solutions.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things, including creative, one-of-a-kind methods.

Preferred Qualifications:

- Ability to hike, carry tools, and operate brush saws on uneven terrain for extended periods of time in all weather.
- Experience with leading volunteer groups and contract crews.
- Experience supervising or supporting work crews completing natural resource management or land management field tasks.
- Wilderness First Responder or First Aid & CPR Certification.



What you will learn on the job:

- How to work with the contracted workforce Bridge House Ready to Work (RTW) and Ready to Work Light (RTWL)
- Boulder Open Space and Mountain Parks (OSMP) property names and relevant history
- OSMP best practices of how to manage and organize multiple volunteer groups and logistics
- Project management and scheduling coordination skills
- Wilderness First Aid (if you do not already have a higher certification)
- Interpretive training
- Additional supervision and mentorship strategies, including feedback delivery
- Trailer backing and towing
- Invasive plant identification and safe/effective removal techniques
- How to build teams that embrace a culture of safety, inclusiveness and diversity

EXAMPLE RESPONSIBILITIES AND ACTIVITIES:

Supervising Contract Crews and Volunteer Groups (40%)

- Lead daily project site meetings, uphold safety logs, communicate project goals and details to ensure safety and quality for managing contract crews and volunteer groups.
- Lead contract crews and volunteer groups with onsite supervision to create a culture that is respectful, professional, innovative, and embraces safe work practices.
- Openly share successes and challenges to support team learning and individual growth.

Project Planning (30%)

- Meet weekly/biweekly to plan with VSLP team on group projects and facilitate field operations on Bridge House RTW/RTWL and volunteer groups.
- Walk-through projects with staff specialists to learn objectives and deliverables.
- Ordering meals for volunteer groups/staff, maintaining equipment, logistics and implementing safety trainings to groups.
- Plans and presents educational talks at projects, along with providing roving environmental education throughout the day.

- Ensures volunteers and contract work forces are trained in safe operation of all tools and equipment to be used on the project.
- Inventory, maintain, and order tools and equipment necessary to support groups and crews, along with personal protective equipment. Train volunteer groups and contract crews in operations and maintenance of equipment.

Reporting & Communications (10%)

- Keeps detailed records and communicates information about field operations, incident reports, group data management, safety logs, weekly reporting, and administrative tasks.
- Use Count Me In volunteer software and Excel for record keeping/data management for quarterly and annual reports.

Training Staff (10%)

- Help facilitate, organize, and refine staff training on volunteer groups and the Bridge House RTW/RTWL contract.
- In a field setting, model and instruct staff on how best to work with volunteer groups and the Bridge House RTW/RTWL contract.

Hiring Staff (10%)

- Assist with hiring of additional Volunteer Services Field Program Lead.
- Train a second Program Lead in all functions of position and work collaboratively to grow capacity within the program.

Other duties as required:

- Knows and complies with all policies, including safety best practices.
- Reports and takes personal responsibility for all accidents, damage to city property, and/or policy infractions.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all proper safety equipment. Reports accidents, damage of city property and injuries to their supervisor.
- Responsible for knowing and complying with city and department policies; participating in professional trainings and development; and adhering to attendance and workplace policies.
- Ability to stand, walk and kneel in the performance of duties. Ability to lift 35lbs and carry tools, equipment and supplies.
- Ability to perform tasks in an outdoor environment under a variety of weather conditions.

JOB DETAILS:

- Location
- Salary
- Full-time
- Travel

ORGANIZATIONAL STRUCTURE:

(1) TITLE OF IMMEDIATE SUPERVISOR: Coordinator of Group Projects

(2) TITLE(S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: Volunteer Groups and Contract Crews

WORKING CONDITIONS: Physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain and kneeling. Work takes place in both an office setting and field setting with continuous interruptions and background noises.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

SUPPLEMENTAL QUESTIONS: (none are pass/fail – please release all applicants)

1. Do you have a valid driver's license with a good driving record? (You will be driving other people's children.)
 - a. Yes/No
2. Have you attached a resume and cover letter (writing sample)? Your application will not be considered complete without them.
 - a. Yes/No