



# Job Announcement

**20210154 Volunteer Coordinator**

**CLOSING DATE: May 25, 2021**

**APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)**

Department: Public Works & Natural Resources

Division: Natural Resources

Hiring Range: \$4,761 - \$5,290/month

Monday – Friday, 8:00am – 5:00pm

Occasional evenings and weekends

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

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## Definition:

Under the supervision of the Land Program Administrator, perform all volunteer coordination functions in the planning, development, administration, management, and follow up of volunteer activities for Parks and Natural Resources. Volunteer activities will include trash clean-ups, native grass/forb/shrub planting, weed pulls, wildlife monitoring, creek protection, trails maintenance, parks maintenance, forestry, rose garden, assist with the Clean-Up Green-up Program and educational events and trainings.

## Principal Duties:

The Volunteer Coordinator administers the Parks and Natural Resources Volunteer Program. They work with Ecosystem Management, Water Resources, Forestry, and Parks staff to plan and

lead one-time volunteer events and ongoing volunteer groups. This position is principally in charge of planning, execution, and follow up for ongoing volunteer groups, volunteer partners, and one-time volunteer events. They will be responsible for administering the JoinUs (Offero) volunteer management software, troubleshooting the software with volunteers, advertising volunteer and educational events, recruiting individuals and groups of volunteers, conducting volunteer trainings, planning educational events, developing email templates to communicate with volunteers, and developing and recording volunteer impact metrics (e.g., miles of trail restored, acres of noxious weeds treated, number of trees planted, pounds of native seed collected, pounds of trash collected). They will attend meetings and give project updates, meet at regular intervals with staff and the Land Programs Administrator, attend a limited number of trainings, and keep work calendar and work plan up-to-date. The Volunteer Coordinator will develop Standard Operating Procedures (SOP) for volunteer events, a staff request form, a project request form for volunteers, and a Volunteer Management manual for Parks and Natural Resources staff use. This position will produce an end of season Volunteer Impact Report that will be shared with volunteers and upper management. The Volunteer Coordinator will need to attend volunteer events on weekdays and weekends, perform initial safety talks and facilitate events. Performs essential duties and additional tasks in a manner which enhances City Attributes.

### **Working Environment:**

Work occurs in a standard office environment and outdoors in the field. Work involves reading, verbal and written communication, problem solving, performing multiple concurrent tasks, frequent customer contact, field work associated with volunteer activities. Requires walking on uneven surfaces standing, sitting and occasionally light lifting and carrying (under 20 pounds). Work activities may be conducted in remote outdoor locations, and potentially adverse weather conditions. Must be able to work varying hours, including some weekend and evening hours. Work may require occasional moderate (15-40 lbs.) lifting and carrying, pulling, pushing, climbing, crawling and kneeling or squatting. Employee may be exposed to noise, dust, fumes, solvents, slippery or uneven walking surfaces, machinery and moving vehicles, working in and around water. The job requires working alone, as well as working closely with others.

### **Qualifications:**

Education and experience equivalent to a Bachelor's Degree or be working toward a degree from an accredited college or university with major coursework in natural resources, environmental science, volunteer management, outdoor education or a related field depending on the required areas of expertise. Minimum of 3 years of experience recruiting, coordinating, and managing volunteers that participate in one-time events, on-going volunteer groups, citizen science events, educational events, and youth corps. Experience writing volunteer documents such as Standard Operating Procedures (SOPs), volunteer training manuals, annual impact reports. Experience writing volunteer event technical descriptions. Experience giving introductory instructions and safety talks at volunteer events and introducing speakers at educational events. Ability to perform tasks outdoors in a variety of weather conditions.

Experience with Google Earth, Microsoft Word, Excel, PowerPoint, Offero. ***Special Qualifications:*** Current Colorado driver's license is required. Willing and able to drive volunteers in 4x4 vehicles and/or in a 12 passenger van with accommodation. Ability to obtain basic first aid and CPR certification within first three months of employment.

### **Selection**

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

### **DEADLINE: 11:59 P.M. ON May 25, 2021**

**Online application (required)** must be successfully submitted by 11:59 p.m. on May 25, 2021. The online application process is available for this position on our website at [www.longmontcolorado.gov/jobs](http://www.longmontcolorado.gov/jobs). Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE