



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Volunteer Program Administrative Assistant

START & END DATE: September 20th, 2021–June 20th, 2022 (9 months)

PAY RATE: \$16—\$17.25/hr, 40 hrs/week, Monday–Friday. Very occasional weekends and evenings (potentially overnight) required.

LOCATION: Staff must report in-person 1-2 days/week at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216, with a work from home option 3-4 days/week.

DEADLINE FOR APPLICATIONS: August 23rd, 2021 or at 50 applicants. Applicants will be notified if they have been selected for an interview a few days after the closing date. Potential interview dates include: 8/27, 8/31, 9/1, or 9/2.

JOB DESCRIPTION: Volunteerism and community engagement are critical to conservation and recreation in Colorado, and are part of CPW’s strategic plan. In a non-pandemic year, we engage 4,500-6,000 volunteers around the state who contribute 330,000 hours of time (an equivalent of 158 full-time employees and an economic value of \$9.7 million). CPW is looking for a dedicated and skilled administrative assistant to help manage and streamline statewide volunteer program operations so that we can more effectively “friendraise” and connect community resources to business needs.

The Volunteer Program Administrative Assistant will be responsible for:

- Managing the statewide volunteer program email account and phone line to provide customer service and answer questions for staff and volunteers.
- Becoming an expert in and administering CPW’s new volunteer database, including keeping records up-to-date, data clean up, answering staff and volunteer questions, creating new standard operating procedures, and supporting the next phase of functionality and training.
- Covering intern responsibilities if position is vacant, including drafting monthly volunteer newsletters, managing volunteer Facebook group, and issuing monthly volunteer park passes.
- Coordinating volunteer recruitment and supporting placement efforts for volunteer Camp Host program and annual International Sportsmen’s Expo.
- Managing volunteer uniform inventory, budget, orders with vendors, and staff requests.
- Supporting and streamlining processes related to funding volunteer projects.
- Implement and conduct analysis and reporting of annual volunteer and staff surveys.
- Update job aides, resources, and shared file drives at least annually.
- Additional duties and projects as assigned.

MINIMUM REQUIREMENTS:

- Excellent organization, time management, and collaboration skills.
- Excellent and timely communication and customer service skills (written and verbal).
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Comfortable with ambiguity and being flexible as projects adapt throughout the year.
- Willingness and enthusiasm to support staff and volunteers from behind the scenes.
- Passion for natural resources, conservation, community service, or similar areas.
- Proficiency with Google Applications (Gmail, Drive, Docs, Sheets, and Forms especially) and Microsoft Office (Word, Excel, PowerPoint).
- Reliable internet connection while working from home, but can discuss options.
- Able to get to the office when necessary, and comfortable traveling alone if applicable. Valid driver's license and good driving record if using State vehicle.

PREFERRED QUALIFICATIONS:

- Knowledge of or experience with CPW and Colorado communities.
- Experience and value in working with volunteers.
- Experience working with a budget and/or invoices. Experience with state fiscal rules a bonus.
- Commitment to advancing equity, diversity, and inclusion.

HOW TO APPLY: Email a resume, cover letter, and three references to becky.mares@state.co.us with "Volunteer Program Admin Assistant" in the subject line. Work, educational, and lived experiences are considered.

BENEFITS:

Temporary employees participate in PERA (State employee pension program), and accrue paid sick leave, but do not receive medical benefits, paid holidays or paid vacation. Sick leave rolls over upon rehire. Potential for professional development or job shadowing opportunities.

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

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 in accordance with the program's Right to Work for all newly-hired employees. 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 may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, 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.

