

Programs Coordinator

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington Park Office
600 S. Marion Parkway, Denver, CO 80209



About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Colorado's outdoor resources contribute greatly to our health, happiness and state economy, but they also face ongoing stresses and require care and stewardship to ensure long-term sustainability. Leveraging our 35+ years of experience in outdoor stewardship volunteerism, we engage 5,000 volunteers in hands-on stewardship work each year. We also help other groups develop and grow effective volunteer programs to meet Colorado's growing stewardship needs. Finally, we foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado.

Position Overview

The Programs Coordinator is a full-time, non-exempt permanent position that reports to the Community Engagement Manager and is responsible for coordinating and delivering VOC's strategic engagement programs designed to broaden the variety of people involved in outdoor stewardship. This includes planning, implementing, and evaluating existing programming, such as Healthy Community Projects, youth and family programming, Corporate SWATs (Stewardship with aTeam), and various public volunteer projects. Some Coalition work with the Youth Exploring Stewardship and My Outdoor Colorado coalitions will be within the portfolio of this position's responsibilities. A large portion of this role includes field-based work, especially with diverse audiences, that requires project management and planning skills and the ability to lead outdoor stewardship projects.

Core Competencies

The following competencies are expected from all team members at VOC:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to customers, partners, volunteers, and donors
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates things independently and to help improve the organization
- Accountability: reliable and inspires trust in others
- Equity: commitment to engaging in practices that support inclusion in the organization

Responsibilities

- Implement annual program and project plans and ensure goals are being met
 - o Serve as the primary contact for all youth and family programs
 - o Implement the Cairn Youth program, including recruitment of participants and mentors, training of mentors, planning of monthly activities, and securing partnerships that will further enhance the program for youth participants
 - o Implement Healthy Community Projects (HCP) that help address health disparities such as access to fresh food, clear air and water in communities disproportionately impacted by public policies
 - o Support our public and Corporate SWAT projects
- Ensure program outcomes and impacts are tracked through VOC's internal database
- Assist with program development, annual program updates, evaluation, and reports

- Manage a portfolio of volunteer stewardship projects requiring:
 - o Facilitating project planning and related communications with land managers and other partner organizations
 - o Coordinating project planning efforts involving volunteer-leader project teams
 - o Providing on-site staff leadership in the field
 - o Facilitating pre-and-post project volunteer communications for assigned projects
 - o Managing project-related logistical requirements
 - o Managing programmatic portions of the project
- Assist in the recruitment of volunteer leaders, prospective volunteers and new group or organizations.
- Compile and maintain accurate project data, volunteer records, and expense reporting by project
- Acquire in-kind donations for projects; ensure accurate donation documentation
- Assist with project development, partner relationships for future projects and the annual project scouting and selection process
- Assist with coordination of volunteer skills trainings
- Provide logistical/staff representation as needed at other VOC and partner events

OTHER DUTIES

- Work collaboratively with development team to promote memberships, in-kind donations, and other fundraising efforts
- Coordinate and/or assist with annual events and volunteer meetings and events
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned projects
- Perform related duties as required to support and strengthen the mission and purpose of VOC

Attendance at evening meetings and assigned project weekends and site visits across Colorado are required

Qualifications

Education and Previous Experience

- Requires Bachelor's degree in a related field or at least 2 years of applicable experience
- Requires previous outdoor leadership experience, preferably with youth
- Requires valid wilderness first aid, including CPR certification, or ability to complete certifications before the employee's first managed project
- Prefer experience recruiting, coordinating and managing volunteers, youth corps or staff positions and/or working with the public in a nonprofit and/or government environment
- Prefer previous volunteer or staff experience with trail work, ecological restoration or other outdoor stewardship projects

Required Skills, Qualities and Abilities

- Willingness and ability to work weekends and evenings based on project and meeting requirements

- Ability to travel extensively in Colorado and work in a variety of outdoor environments and weather conditions
- Excellent people skills, customer service orientation and public speaking skills
- Outstanding time management and organizational skills
- Ability to self-initiate and self-direct workflow
- Team player with initiative, determination, flexibility and a sense of humor
- Computer literate including email and Microsoft Office Suite, data entry, and internet use
- Excellent oral and written communication skills
- Valid driver's license and excellent motor vehicle record required
- Criminal background check is required for this position.

VOC Programs Coordinators must have access to the following equipment for use on projects (VOC can provide access through a gear library for a few of the items):

- Sturdy hiking boots or work boots
- Rain gear and warm outdoor layers
- Tent
- Sleeping bag/sleeping pad

Physical Requirements

- Comfort camping and working in front and backcountry settings, inclement weather and high altitude
- Comfort working with basic hand and power tools in support of trail or restoration work
- Strong hiking ability with capacity to travel long distances with tools and full pack at high altitude and over un-even terrain
- Ability to lift 75 lbs

Job duties also include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English. Must possess a valid driver's license and be able to drive vehicles around the state.

To Apply

Email a cover letter, resume, and compensation requirements to jobs@voc.org, as a single PDF, and include "Programs Coordinator" in the subject line.

We are committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive outdoor stewardship community that engages all people.

No Phone Calls Please

Applications must be received by midnight on January 5, 2022

Information on hiring timeline: VOC expects to be doing phone interview for this position on January 10th and 11th, in person interviews on January 18th and 19th with an offer out by January 24th. Ideally the selected candidate will start on February 14th.

Compensation

The wage range for this position begins at \$18/hour commensurate with experience. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day.

VOC offers a competitive total rewards package of compensation and benefits including 100% employer paid health insurance, up to a 4% match on a 403(b) retirement plan, paid vacation and sick time, and more

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.