



Job Announcement

Statewide Volunteer Program Assistant

Do you revel in helping people? Do your friends marvel at your organizational skills? Do you get a sense of satisfaction from making information visual and easy to understand? We want you!

Colorado Parks and Wildlife is seeking a Statewide Volunteer Program Assistant to join our Education, Partnerships, and Volunteers team. We are a small but mighty team of enthusiastic, fun, and passionate folks who love helping others help our state.

PAY RATE: \$16—\$18/hour, 30-40 hours/week, Monday–Friday, very occasional weekends and evenings.

TERM: Temporary, 9 months. The right fit can be rehired year to year.

LOCATION: At least 2 days/week at the Colorado Parks and Wildlife (CPW) office at 6060 Broadway, Denver, CO 80216. Option to work remotely 3 days/week.

DEADLINE FOR APPLICATIONS: Sunday, September 4, 2022.

ABOUT CPW'S VOLUNTEER PROGRAM

Volunteerism is critical to conservation and recreation in Colorado, and is part of CPW's strategic plan. We engage 4,000+ volunteers each year who contribute more than 300,000 hours of time. That equivalent to 144 full-time employees and an economic value of \$9 million!

YOUR ROLE

CPW is looking for a motivated and skilled assistant to help support the operations and administration of volunteer engagement behind the scenes so that we can more effectively connect community resources to business needs.

Be a customer service champion.

- Be professional and friendly as you serve as the initial point of contact for many of our volunteers and staff. This may occur in-person, digitally, or by phone.
- Manage the statewide volunteer program email account and phone line to provide customer service and answer questions.

Serve as our database hygienist.

- Become an expert in and administer CPW's volunteer database, including keeping records up-to-date, answering questions, helping to train staff and volunteers, completing data clean-up projects, and supporting the next phase of functionality.

Be the office assist extraordinaire.

- Ensure that work unit needs are accomplished effectively, efficiently, and consistently by developing, and implementing operational processes procedures and processes. Specifically, we are looking for your skill sets to create and update standard operating procedures (in consultation with volunteer coordinators) for the volunteer database, job aides, and the volunteer handbook and staff manual. Even better? Help us make the information visual, appealing, and easy to use!
- Manage volunteer uniform inventory, budget, orders with vendors, and staff requests.
- Draft monthly volunteer newsletters and manage volunteer Facebook group.
- Work in a team with intern and in-office volunteers (when positions are filled) who provide program support, such as monthly volunteer recognition, as well as special projects.

Make volunteerism as rewarding as possible for our volunteers.

Our volunteers are literally sharing their time and expertise for no compensation, so it's our job to help make the volunteer experience as excellent as possible.

- Coordinate volunteer recruitment for volunteer camp host program – our most significant volunteer role. Opportunity to help enhance host recruitment and retention strategies.
- Recruit, schedule, and communicate with volunteers for International Sportsmen's Expo.
- Conduct analysis and produce reports for annual volunteer and staff surveys.

Be a Jack (or Jill, Jaime, Jace, or Jayden) of all trades...aka 'other duties as assigned'.

- No job description is complete without this line, right? Additional projects and opportunities are assigned to expand upon the purpose of the volunteer program and promote Colorado Parks and Wildlife. Attempts are made to match personal interests with business needs.

MINIMUM REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

- Experience and value in working with volunteers.
- Knowledge of Colorado Parks and Wildlife and Colorado communities.
- Commitment to advancing equity, diversity, and inclusion.

HOW TO APPLY: Email a cover letter and resume to becky.mares@state.co.us with “Volunteer Program Assistant” in the subject line. Demonstrated work, educational, and lived experiences are all considered.

WHAT YOU’LL GET FROM US IN RETURN FOR YOUR HARD WORK

The statewide volunteer program is a lean team of one full-time staff, one temporary staff, and one intern, and we collaborate with four regional coordinators. While we are paid employees, we work most closely with folks who love our state so much that they volunteer their time for free – how inspirational is that? We are part of the Education, Partnerships, and Volunteer section, made up of 12 full-time staff members who place emphasis on promoting and maintaining a positive, fun work environment. The qualities of our team include transparent and open communication, support and advocacy for each other as humans, and a focus on training and development. You may have the chance to explore and travel our state on day trips or multi-day trips. Most of all, you can feel good knowing your work is directly supporting Coloradans and our beautiful state.

BENEFITS:

Temporary employees participate in PERA (State employee pension program), and accrue paid sick leave. They do not receive medical benefits, paid holidays or paid vacation, but unpaid time off can be negotiated. Work in a positive, supportive, and welcoming team culture. Potential for professional development and job shadowing opportunities.

“This position, this team, and CPW opened more doors than I ever imagined. It helps you build so many skills and make so many connections. You get to learn about many facets of the agency, develop professionally, and build new relationships. The role has a big impact, and skills you learn in this position can be transferred to almost anything.”

– Devyn Palm-Trujillo, former intern, now with Boulder County Open Space and Mountain Parks



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.