



Job Announcement

20220334 Volunteer Coordinator Sandstone Ranch Learning Center

CLOSING DATE: Open Until Filled

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

Department: Public Works & Natural Resources

Division: Natural Resources

Hiring Range: \$16.18 - \$17.97/hour

Monday-Friday, 9am-5pm

Some evenings and weekends required for events

Part Time Limited Benefits

Benefits include:

Benefits required by law are included such as Jury & Witness Duty, Sick Leave, Social Security, and Medicare. Additional benefits include Bereavement Leave and Employee Assistance Program.

Definition:

Coordinate and administer programming at Sandstone Ranch Learning Center and District Park. Coordinate the recruiting, supervision, training, placement and management of volunteers for the operation and programming of the center. Coordinate publicity and promotion of all programs and volunteer activities at the Visitor Center.

Principal Duties:

Recruit, coordinate, train, supervise and manage volunteers for the on-going operation for the Sandstone Ranch Visitor Center. Supervise the programs of the Ranch facility and takes responsibility for opening and closing of buildings and gates. Coordinate and schedule assigned programs with volunteers, working hours may include weekends and evenings. Evaluate programs and maintain volunteer and visitor statistics and access activity needs of volunteers. Assist in the initiation, coordination, implementation, and supervision of the Sandstone Visitor Center and District Park, which may include education sessions, special events, drop-in activities

and other duties as assigned. Provide and offer educational opportunities in environmental education and local history to help increase the knowledge and understanding of the community in these areas. Train volunteers to assist with and/or present these programs. Marketing of volunteer opportunities and programming at Sandstone Ranch to City staff, Longmont community, and civic organizations. Network and communicate with other agencies and departments with regards to volunteer programming in similar settings. Generate publicity about programs and events at the Visitor Center and volunteer activities through press releases, newsletters, public presentations, brochures, and other forms of communication. Planning and coordination of special events as deemed necessary at the Visitor Center and participate in the planning of city-wide special events. Minor house cleaning. Responsible for volunteer recognition, and other duties as assigned. Performs essential duties and additional tasks in a manner which enhances City Attributes.

Working Environment:

Work occurs in a standard office environment and both indoor and outdoor recreational settings. Work involves reading, presenting verbal and written communication problem solving, performing multiple concurrent tasks, and frequent customer contact. Requires walking on uneven surfaces standing, sitting and occasionally light lifting and carrying (under 20 pounds). Sandstone is an isolated facility and may require working independently.

Qualifications:

Any combination of education and experience equivalent to a Bachelor's degree in the area of natural resources, environmental education, public recreation, or a related field, and at least 2 years' experience as a volunteer coordinator or 2 years of supervisory experience. Would prefer a natural resource or cultural history background and some experience with program presentation and/or public speaking.


Selection

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

DEADLINE: Open Until Filled

An ONLINE APPLICATION is required. This job is Open Until Filled. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. 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
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