



Roaring Fork Outdoor Volunteers Field Coordinator Position Announcement

Position Title:	Field Coordinator
Position Type:	6 month seasonal position, April 17-October 15, 2023
Location:	Carbondale, Colorado - RFOV office and surrounding field locations
Compensation	\$3,500-\$3,900/month commensurate with experience. Benefits include paid time off, mileage reimbursement, \$500/mo living stipend, \$500 professional development stipend, \$500 gear stipend simple IRA with 3% match, end of season bonus
Reports To:	RFOV Program Director

Roaring Fork Outdoor Volunteers (RFOV) is a non-profit organization with a mission to promote stewardship of our public lands by engaging our community in education, restoration and conservation projects.

Position Description

The Field Coordinator is responsible for assisting with the coordination and implementation of RFOV's field-based stewardship and volunteer programs. This position requires excellent planning and leadership skills; independence and accountability in decision-making; organizational skills in logistics and time management; building positive relationships with project partners, volunteers, and students; and a proven ability to educate, lead, and motivate people in backcountry and frontcountry settings. This position is 20% administrative and 80% field based during the project season (May-October).

Specific Responsibilities

Program management and operations:

- Assist with operations and implementation of all stewardship programs and projects:
 - Support RFOV equipment and tool management: ensure tools, project equipment and supplies are clean and in good working order and regularly inventoried.
 - Assist with pre-project planning logistics.
 - Oversee on-the-ground project logistics: coordinating travel, tool preparation, lining out project work sections, and project implementation and wrap-up.
 - Ensure project safety and practice effective risk management strategies.
 - Serve as an expert (Technical Advisor) on technical trail construction or restoration/revegetation work and ensure that project work is being constructed to quality standards and timelines.

- Continually enhance expertise in trail and restoration techniques, crew management, and leadership.
- Assist with project reporting
 - Accurately measure project metrics and use internal databases to record metrics
 - Take and manage photos to document project work and participants
 - Assist in reporting systems on progress and accomplishments of all projects and ensure consistency and clear communication internally among RFOV staff.
 - Assist in keeping all project notes and details as well as partnership information.

Volunteer Coordination and Management

- Support RFOV's volunteer and youth programs to increase recruitment, retention, and pathways for involvement.
- Work to create a diverse, inclusive, and equitable environment for volunteers.
- Ensure all RFOV volunteer programs foster a positive, educational, engaging, and motivating experience for volunteers.
- Supervise volunteer Crew Leaders and Project Ambassadors on projects.
- Serve as a Crew Leader on projects, overseeing a group of 8-10 students or volunteers.
- Assist in determining volunteer accolades and awards each season.

Desired Qualifications

We encourage you to apply for this position even if you do not believe you meet all of the criteria listed here.

Leadership

- Demonstrated capacity for managing and leading people. An excellent team builder who has experience in bringing a group of diverse individuals together for a common cause.
- Outdoor leadership, outdoor education, or environmental education experience.
- Experience working with youth outdoors or in other educational settings.
- A strong passion for and previous experience leading a diverse range of volunteers.
- Self-directed, highly motivated, reliable, with a result and solution oriented perspective, organized with an attention to detail, flexible with strong time-management skills.
- Excellent communication, motivational, and interpersonal skills applicable to a group outdoor setting.
- Strong belief in RFOV's mission.

Management

- Experience working for or with land management agencies (state, federal, or municipal).
- Excellent organizational, planning, and logistical skills.
- Ability to proactively solve problems, work independently, and be creative and resourceful.
- Professional verbal communication skills including a professional appearance and positive demeanor.
- Computer skills and data management experience (specifically Microsoft Excel, Google Sheets, Google Drive, and Salesforce).
- Spanish language ability is highly desirable.

Stewardship

- Introductory ecological and natural resource knowledge and ability to teach others about these topics.
- Experience implementing basic restoration techniques including reseeding, planting, and erosion control.
- Ability to conduct stewardship work while following Leave No Trace principles.
- Willingness to learn about ecosystems and natural resources of the Roaring Fork Valley through self-driven research and education from RFOV staff, partners, and volunteers.

All Applicants Must Have:

- Trail building/maintenance experience with at least one year in a supervisory role, or trail building/maintenance experience with other relevant leadership experience.

- Practical knowledge of methods and techniques to design, layout and construct/reconstruct natural surface trails.
- The work requires regular and recurring physical exertion. The work projects may require hiking up to 10 miles per day at altitude, using heavy hand tools, extensive heavy stonework, and working and contributing as part of a team.
- Strong rock work experience (stairs, retaining walls, check dams, etc) as pertaining to trails.
- Ability to lift and/or move up to 50 pounds.
- Ability to work in potentially adverse weather conditions with a positive attitude.
- Current valid driver's license and good driving record.
- Certification in either a) Wilderness First Aid and CPR, or b) Wilderness First Responder (or can achieve certification upon hire).
- Ability to pass a criminal background check.

Work Schedule

The weekly work schedule will be variable with regular weekends and occasional evenings required and is based on a 40 hour work week though some weeks may exceed this during the busy season.

Application Deadline

The application deadline is January 30, but we will review applications on a rolling basis, so we encourage you to apply early.

How to Apply

Send a resume, cover letter, and contact information for three professional references to: Melissa Daniels, Program Director by email at mdaniels@rfov.org. Phone and email questions and inquiries acceptable: mdaniels@rfov.org, 970-927-8241.

Your cover letter can address the following prompts:

- What is your experience leading both youth and adult volunteers in technical work?
- What techniques and technologies have you used to measure and record project progress and information?
- How have you improved volunteer experiences in previous roles?
- What is your experience level with the following trail work techniques: rock steps, retaining walls, drainage structures (e.g., water bars, drainage dips), tread creation and maintenance, and trail design?
- Do you have any experience with restoration or fire mitigation techniques?

Roaring Fork Outdoor Volunteers is an equal opportunity employer and encourages applications from people of all races, ages, sexual orientations, and ethnic and religious backgrounds. Organizational information can be found at www.rfov.org, and our diversity, equity, and inclusion (DEI) statement and initiatives can be found at <https://www.rfov.org/dei>.