



Youth in Nature Program Coordinator

Position Title: Youth in Nature Program Coordinator

Position Type: Hourly, 20-25 hours a week

Location: Carbondale, Colorado - RFOV office (some remote work possible)

Compensation: \$25/hr Benefits include paid time off, mileage reimbursement, simple IRA retirement plan, gear and professional development stipends, and a flexible work schedule.

Reports To: RFOV Education Director

About RFOV

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. Our Young Stewards Programs reach over 1,000 youth ages 5-18 annually through stewardship based programming.

Position Description

The [Youth in Nature Program](#) Coordinator is responsible for assisting with the planning, coordination and implementation of the Youth in Nature Program with a primary focus on outreach, recruitment, and communication with students and providing logistical support for program operations and implementation. The role may also include duties related to other RFOV youth & education programming.

Specific Responsibilities Include:

Program Outreach & Recruitment

- Working closely with the Aspen Community Foundation (ACF), learn the current outreach timeline and strategies implemented in Year 1 of YIN
- Manage YIN contact lists including email communication, phone calls, and scheduling in-person meetings and presentations to various school/student groups
- Produce and distribute print and digital marketing and communications content including but not limited to flyers, videos, social media content etc.
- Manage and process applications and enrollment information
- Manage YIN collateral such as photos, video, and student evaluation data

Student/Parent Communications

- Throughout the recruitment, application and onboarding process, act as the primary point of contact for interested students and parents/guardians; coordinate student interviews during application process and student check-ins throughout the program
- Oversee communications with enrolled students and families
- Send relevant information to interested students, parents/guardians to notify them of upcoming programs, important dates and other information
- Communicate with YIN alumni and coordinate alumni networking events
- Support YIN peer mentors and other alumni engagement

Partner Communications

- Throughout the duration of the program, communicate directly with YIN program partners to schedule dates, ensure partner programming/curriculum is in place and prepare for collaborative YIN sessions
- Assist with compiling information for program reports to ACF and JDLF

Program Logistics

- Serve as instructor for 4-day hut trip July (dates) and one weekend each month through the academic year; support other core program operations and logistics as needed
- Coordinate and assist with student transportation to and from program locations
- Assist in management and prep of tools, materials, food and drinks for each program date

Other responsibilities include

- Develop and strengthen relationships with schools and education partners to expand our Young Stewards Programs (YSP) generally
- Occasionally lead YSP programming including Youth Service Learning days and library programming

Desired Qualifications:

- Maintain Wilderness First Aid (WFA) or higher, as well as CPR certifications
- Demonstrate strong organizational and writing skills, ability to work independently
- Highly competitive candidates will show previous experience with one or more of the following: experience coordinating or leading programs for high school youth, marketing and outreach experience, experience with service-learning programming
- Friendly, outgoing with strong communication skills (writing, phone, presentations)
- Criminal and driving background checks required
- Spanish language ability

How to Apply: Send a resume, cover letter, and contact information for up to three professional references to: Ben Sherman, Education Director, by email at bsherman@rfov.org. Phone and email inquiries are welcome.

RFOV will begin reviewing applications on a rolling basis beginning Feb 1st, 2023. Early applications are encouraged. Ideal start date will be between Feb 15 and March 1, 2023.