

Field Programs Manager

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 nearly four decades 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 Field Programs Manager is a full-time, exempt professional position that reports to the Director of Programs. This position works with the VOC program team to oversee the operational, planning, and supervisory needs for VOC's boots on the ground and programmatic stewardship projects. The position also manages the planning, implementation and evaluation for public and programmatic projects as well as provides professional project management, logistical support, and volunteer leadership management on VOC volunteer projects administratively and in the field (including extensive travel around the state), and administrative and development support for projects. The position leads the development of the annual VOC public volunteer project calendar and supervises the Seasonal Field Project Coordinator(s).

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

VOLUNTEER PROJECT DEVELOPMENT AND MANAGEMENT

- Manage VOC project strategy and development with VOC Program Team and lead development of annual VOC public project calendar and staffing assignments.
- Manage VOC's annual project development, solicitation and selection process; oversees pre-season project scouting process utilizing staff and volunteers.

- Provide analysis of Boots-on-the-Ground programs to make sound decisions regarding volunteers, staffing levels, project selection, etc.
- Develop and maintain key partnerships to further the development and enhancement of VOC Boots-on-the-Ground program.
- Undertake assigned volunteer stewardship projects requiring:
 - o Facilitating project planning and related communications with land managers and other partner organizations.
 - o Managing project planning efforts involving volunteer-leader project teams and recruiting necessary volunteer leaders.
 - o Providing on-site staff leadership and appropriate decision-making.
 - o Facilitating pre-and-post project volunteer communications for assigned projects.
 - o Managing project-related logistical requirements .
- Assist VOC's program team in recruiting and developing new volunteer leaders, and with other related outreach to prospective volunteers and groups.
- Manage project coordination and staffing assignments for VOC's Team Stewardship Day program.
- Manage volunteer leaders in VOC's Adopt Program and coordinate project management tasks with them.
- Compile and maintain accurate project data, volunteer records, and expense reporting by project.
- Manage staff efforts for ensuring project in-kind development needs for food, tools and materials are met.; ensure accurate donation documentation.
- Manage project development, partner relationships for future projects and the annual project scouting and selection process.
- Assist with coordination of volunteer skills trainings and provide logistical/staff representation as needed at other events.
- Recommend process improvements and changes based on observations and analysis of VOC's project delivery methods.
- Oversee program evaluation to inform future decisions and to collect accurate data to report to funders.

PERSONNEL MANAGEMENT

- Manage hiring process for Seasonal Field Projects Coordinator(s).
- Manage orientation and training for Seasonal Field Project Coordinator(s) upon onboarding and continuously throughout the term of employment.
- Provide effective supervision of Seasonal Field Projects Coordinator(s), including continuous management of the positions' orientation, project schedule, and assistance in operational support.
- Ensure staff are continually developing their professional skills, possess content area expertise, and maintain high credibility and connectivity to volunteers, the community, and partner organizations.
- Provide timely feedback and mentorship to staff, as well as conducting annual reviews with the Director of Finance and Operations.

OPERATIONS MANAGEMENT

- Manage VOC Operations (Ops) Center, a 5,000 sq. ft. facility used for the maintenance and storage of VOC tools, equipment and food.
- Manage VOC Vehicle Fleet.
- Develop and manage associated budgets (tools, ops center maintenance, vehicles, truck rental, volunteer food).
- Manage staff efforts for ensuring project in-kind development needs for food, tools and materials are met.
- Develop and manage an asset inventory for the Ops Center.

OTHER DUTIES

- Assist program team and development team with project related grant writing, grant reporting and solicitation of fee for service support from project partners.
- Manage VOC's Risk Management to include leading the annual review of the Risk Management Manual, tracking of incidents, and training staff.
- Work collaboratively with development team to promote membership and other fundraising efforts
- Lead or assist with annual events and volunteer meetings, including ongoing work with VOC's Leadership Development Advisory Committee
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects
- Carry out JEDI (Justice, Equity, Diversity and Inclusion) initiatives that will achieve goals of diversified participants and volunteers across all programs.
- Perform related duties as required to support and strengthen the mission and purpose of VOC

Qualifications

Education and Previous Experience

- Requires a bachelor's degree in a related field or at least 4 years of applicable experience
- Requires at least 2 years of program management experience, including programmatic development, planning, and execution; project team management; budgeting and reporting experience
- Requires previous outdoor leadership experience
- 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, farming, landscaping or other outdoor stewardship projects
- Prefer experience with grant writing and reporting

Required Skills, Qualities and Abilities

- Requires excellent oral and written communication skills, including public speaking
- Requires the ability to self-initiate and self-direct workflow. This position manages multiple programmatic areas, requiring a person to have proven time management and organizational skills
- Requires strong analytical, strategic planning and assessment skills
- Requires excellent people skills. This position is well-suited for a person who enjoys working with people from a variety of different communities, cultures and backgrounds
- Requires computer literacy, including email and Microsoft Office Suite, data entry, and internet use
- Must be willing and able to work weekends and evenings based on project and meeting requirements
- Must be willing and able to travel extensively in Colorado (using VOC's fleet of vehicles) and work in a variety of outdoor environments and weather conditions
- Must possess a valid driver's license and an excellent motor vehicle record is required
- Must pass a pre-employment background check

VOC field staff 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.

To Apply

Email a cover letter, resume, and compensation requirements to jobs@voc.org, as a single PDF, and include "Field Programs Manager" in the subject line. Please list how you came across the job posting in the cover letter.

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 will be accepted and assessed on a rolling basis. Best consideration will be given to applications received by midnight on February 26, 2023.

Compensation

This is an exempt position with an annual salary range between \$50,000-\$53,000.

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, remote workdays and more.

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