

## Seasonal Field Projects Coordinator

Volunteers for Outdoor Colorado  
Dos Chappell Bathhouse - Wash 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 over 35+ years 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

This job is a great opportunity for someone who enjoys working in the outdoors, is ready to meet great people dedicated to taking care of Colorado, and is looking to build their professional network in the outdoor stewardship industry. This Seasonal Field Projects Coordinator is a **full-time, term limited, non-exempt position** that reports to VOC's Projects Manager. This position works within the VOC program team and closely with other project staff positions to provide professional project management, logistical support and volunteer leadership coordination on VOC volunteer projects both in the office and in the field. This position is approximately 50% in office coordinating projects and 50% working in the field. This position presents a good opportunity for someone who would enjoy a balance of both field work and office work coordinating projects with approximately a 50-50% split.

### 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

#### *PROJECT AND VOLUNTEER COORDINATION*

- Undertake assigned volunteer stewardship projects requiring:
  - o Facilitating project planning and related communications with land managers and other partner organizations
  - o Coordinating project planning efforts involving volunteer-leader project teams
  - o Providing on-site staff leadership
  - o Facilitating pre-and-post project volunteer communications for assigned projects

- o Managing project-related logistical requirements
- Undertake with VOC's program team recruitment of volunteer leaders, and related outreach to prospective volunteers and groups
- Acquire and maintain accurate project data and volunteer records
- Acquire in-kind donations for projects; ensure accurate donation documentation
- Assist with project development and partner relationships for future projects

#### *OTHER DUTIES*

- Provide on-going assistance to other VOC staff in the areas of:
  - o Maintenance of VOC's Operations Center to ensure tool and food resources
  - o Management of VOC's vehicle fleet
- Assist with coordination of volunteer skills trainings and provide logistical/staff representation as needed at other events
- Work collaboratively with development team to promote membership, in-kind donations, and other fundraising efforts
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects
- Perform related duties as required to support and strengthen the mission and purpose of VOC

***Attendance at evening meetings and assigned project weekends and site visits across Colorado are required***

## Qualifications

#### *Education and Previous 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. VOC will pay for certification.
- Experience recruiting, coordinating and managing volunteers, youth corps or staff positions preferred and/or working with the public in a nonprofit and/or government environment
- Previous volunteer or staff experience with trail work, ecological restoration, farming, landscaping, or other outdoor stewardship projects preferred
- Educational or professional background in any of the following or related fields preferred: natural resources management, parks management, environmental science or studies, nonprofit or volunteer management.
- B sawyer chainsaw certification preferred.

#### *Required skills, qualities and abilities:*

- Willingness and ability to work weekends and evenings based on project and meeting requirements.
- Willingness and ability to travel extensively in Colorado and work in a variety of outdoor environments and weather conditions
- Excellent people skills, customer service orientation and public speaking skills
- Outstanding time management and organizational skills
- Ability to self-initiate and self-direct workflow
- Team player with initiative, determination, flexibility and a sense of humor
- Computer literate including email and word processing, data entry, and internet use
- Valid driver's license and excellent motor vehicle record required
- Criminal background check required for this position

VOC Seasonal Field Projects Coordinators 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

Job duties also include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English. Must possess a valid driver's license and be able to drive vehicles around the state.

## To Apply

Email a cover letter and resume in a single PDF to [jobs@voc.org](mailto:jobs@voc.org) and include "Seasonal Field Projects Coordinator" in the subject line. Please include how you found out about the job opening in either the cover letter or body of the email.

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.

Applications must be received by January 29<sup>th</sup>, 2023.

## Term of Employment

Start Date: April 3, 2023

End Date: September 29, 2023

## Compensation

The wage for this position is \$18.50-\$19.50/hour. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day.

Benefits: 16 hours of PTO provided after 30 days; 2.67 hours of paid health leave accrued per pay period; remote work Mondays and Fridays; flex time; workers compensation; a one-time, branded attire stipend; partial cell phone reimbursement; discounts on outdoor gear and equipment; professional development opportunities and

reimbursement for some work-related trainings; and organization-recognized paid holidays during the term of employment. VOC also has free parking and a corporate fleet available for work-related travel.

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