



# Statewide Volunteer Program Internship

*“This position, this team, and CPW opened more doors than I imagined. It helps you build many skills, make connections, and have a big impact. You learn many facets of the agency, develop professionally, and build new relationships.” – Devyn Palm-Trujillo, former intern, now with Boulder County Open Space and Mountain Parks*

**DATES:** 6 months, starting by end of September 2023; 3-month extension possible

**PAY RATE:** \$16-17/hour

**SCHEDULE:** 30-40 hours/week, Monday – Friday during the day, with occasional evenings or weekends. Schedule open to negotiation.

**LOCATION:** Colorado Parks and Wildlife (CPW) Office, 6060 Broadway, Denver, CO 80216. At least 1 day/week in the office; work from home available 3-4 days/week. Laptop provided. No reimbursement available for home internet but can discuss options if strong WiFi is a barrier.

**APPLICATION DEADLINE:** Monday, September 4, 2023

## **ABOUT CPW’S VOLUNTEER PROGRAM**

Volunteerism is critical to conservation and recreation in Colorado, and is part of CPW’s strategic plan. We engage 4,500 volunteers each year who contribute 300,000 hours of time. That equivalent to 144 full-time employees and an economic value of \$10 million!

## **YOUR ROLE:**

CPW is looking for a motivated, organized and creative intern to help expand volunteer engagement and retention. While this position does not regularly plan or implement volunteer projects, you can deepen our program through fun and meaningful behind the scenes projects.

*Expand our program. (Choose your own adventure! Your capstone project will be one of the following.)*

- Plan and implement two efforts to engage the next generation of volunteers, in collaboration with staff.
- Plan and implement two efforts to deepen or expand relationships with two partner organizations, in collaboration with CPW staff.

*Be a team player and go-to supporter.*

- Learn about and support volunteer recruitment, screening, placement, recognition, and retention.
- Process requests, needs, questions, and administrative responsibilities.
- Support data hygiene through clean-up projects and maintaining sparkly clean records that even your dentist would be proud of.
- Make volunteers happy by supporting our communication and recognition efforts, including supporting our monthly newsletter, issuing park passes and coordinating our annual gift mailing.

*Explore your career.*

- Participate in three enrichment activities to grow your skills, consider career options, and build your network. Examples might include: hunter education course, CPR/First Aid training, wildlife counts, park ranger or wildlife manager ride along, fish hatchery visit, and more!

*Be a Jack, Jill, Jaime, Jace, or Jayden of all trades...aka 'other duties as assigned'.*

- No job description is complete without this, right? Additional projects and opportunities are assigned to expand upon the purpose of the volunteer program and promote Colorado Parks and Wildlife. Attempts are made to match business needs with personal interests and areas of career interest.

### **MINIMUM REQUIREMENTS:**

*If you are excited about this role but your experience doesn't align perfectly, we encourage you to apply. You might just be the right candidate for this or other roles. We're more interested in your potential than your past.*

- Self-motivated and proactive in spending time efficiently with attention to detail.
- Strong communication skills (written and verbal).
- Creative and collaborative team player.
- Excellent organization and ability to balance a variety of tasks.
- Passion for natural resources, conservation, community service and engagement, or similar areas.
- At least 18 years old.
- Able to get to the office when necessary. Comfortable traveling alone if applicable. Valid driver's license and good driving record while using State vehicle.

### **PREFERRED QUALIFICATIONS:**

- Proficiency with Microsoft Office and Google Applications (Gmail, Calendar, Drive, Docs, Sheets, Forms).
- Value and commitment to equity, diversity, and inclusion.

### **BENEFITS:**

This internship pays into PERA (State pension program) instead of social security. It does not include medical benefits or paid holidays or vacation but does accrue paid sick leave at the rate of 1 hour for every 30 hours worked, up to 48 hours per fiscal year. Unpaid time off is negotiable. The internship includes three enrichment activities of your choosing, as well as the chance to learn about state government and natural resource management, develop new skills, practice leadership, and explore network and career opportunities.

### **HOW TO APPLY:**

Send a cover letter and resume (PDF) to Becky Mares at [becky.mares@state.co.us](mailto:becky.mares@state.co.us) with "Volunteer Program Internship" in the subject line. The cover letter is a chance for us to get to know you and why you are interested in this opportunity. We are happy to discuss and provide accessibility accommodations at any time.



**CPW is committed to fairness and equality of opportunity in the workplace.** *All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The Department of Natural Resources participates in E-Verify. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about [E-Verify](#), including your rights and responsibilities.*