



Sand Creek Regional Greenway Partnership

Job Title: Outdoor Equity and Volunteer Program Manager

- Status: Full-time, non-exempt
- Reports to: Development Director
- Hourly Rate: \$25.00 - \$25.38
- Benefits: 6.7 hours of vacation per month totaling 10 vacation days per year, 8 hours of paid health leave each month for a total of 12 days per year.
- Health, vision, and dental insurance with a generous employer contribution
- Monthly cell phone and mileage stipend
- Paid holidays

Organization Background

The Sand Creek Regional Greenway Partnership (SCRGP) is a 501(c)3 non-profit organization established to protect, maintain and enhance the Sand Creek Regional Greenway in the Northeast metro Denver area. Over the past 22 years and with the support of many, we have raised over \$15 million for the Sand Creek Regional Greenway.

We are committed to enhancing the equitable access, awareness, and engagement of the Greenway. We are devoted to the vision of a dynamic Greenway that all nearby community members can safely and comfortably access. We believe all folks, regardless of resources or abilities, deserve to have impactful and meaningful opportunities to interact with nature and the outdoor space.

We champion public awareness of the Greenway, including its scenic, natural, historical, cultural, and recreational resources. We provide creative programming and education, enhanced recreational opportunities, and offer volunteer and stewardship opportunities to broaden engagement.

Primary Responsibilities

The Outdoor Equity and Volunteer Program Coordinator will work alongside the Development Director to build deeper, authentic relationships with communities near and along the Sand Creek Regional Greenway. The Outdoor Equity and Volunteer Program Coordinator is responsible for the management and support of the SCRGP's Community Vision and Equity Program (CVEP) as well as the development and continuation of SCRGP's volunteer programs.

SCRGP's community-focused work puts equity and inclusiveness at the core of all that we do. The Outdoor Equity and Volunteer Program Manager will work closely with community members to raise awareness for community needs and amplify the voices of communities near the Greenway that are overlooked and underserved. The Outdoor Equity and Volunteer Program Manager will be tasked with maintaining established partnerships and facilitating new relationships with organizations, government agencies, and other entities in the interest of creating enhanced outdoor equitability with the Greenway.

In addition to supporting CVEP, The Outdoor Equity and Volunteer Program Manager will lead outreach, engagement, and volunteer management, including volunteer recruitment, retention, and recognition. The Outdoor Equity and Volunteer Program Manager will plan, facilitate, and maintain volunteer training, internal volunteer data, and records, plan and maintain SCRGP's volunteer calendar, and facilitate and attend all SCRGP volunteer opportunities.

Equitable Community Engagement (60%)

- In consultation with the Executive and Development Director, create, organize, and execute community engagement strategies, projects, and events to support CVEP
- Develop relationships with community partners, institutions, and organizations that serve diverse audiences as well as maintain and elevate existing relationships
- Develop creative and innovative methods and activities to engage the community to develop partnerships and build rapport internally and externally
- Maintain communication through email, newsletter, phone calls, and social media
- Monitor community engagement activities, contribute to reports, and participate in development of CVEP
- Working alongside the Development Director and DEI Officer to develop and employ strategies that attract, develop, respect, and retain community members of underrepresented groups
- Develop methods to analyze and report the progress and effectiveness of engagement and diversity initiatives
- Represent and promote the mission of the SCRGP for in-person and virtual formats
- Create marketing materials, update social media, and share relevant posts to support CVEP and relevant events
- Attend partners, neighborhood associations, and necessary coalition meetings
- Lead SCRGP Community Committee with the support of the Development Director and select SCRGP Board members and maintain SCRGP CVEP Community Ambassador group

Volunteerism (40%)

- Spearhead volunteer recruitment efforts and serve as contact for all potential volunteers
- In consultation with the Development Director set yearly and monthly goals for the volunteer program
- Schedule and oversee volunteers for special projects, ongoing projects, volunteer workdays, and other projects and necessary
- Plan and facilitate volunteer training sessions
- Write monthly volunteer newsletter
- Gather data including current and updated information on volunteers, volunteer hours, and yearly surveys
- Collaborate with SCRGP staff to schedule recognition events
- Develop and maintain volunteer training packet and process
- Host bi-annual SCRGP Steward Training
- Work with staff and volunteers to identify service project needs
- Provide representation at meetings with community groups

General Responsibilities

- Adhere to SCRGP policies and work policies including confidentiality and code of ethics
- Advocate for equitable outdoor use and access of the Greenway and outdoor space as a whole
- Meet regularly with the Development Director for supervision and consultation
- Participate in organizational staff meetings and other team meetings as required
- Maintain all necessary file and agency forms as required
- Participate in annual year end campaign and A Night on the Greenway planning as assigned
- Participate in agency grant and contract reporting as directed by Executive Director

Preferred Qualifications

- Strong knowledge of the Northeast Metro Denver Area and communities (Commerce City, Montbello, northeast Denver, northwest Aurora)
- Passionate about Sand Creek's mission, the environment, and outdoor equity with a strong interest for getting more folks engaged with the outdoor space
- Demonstrated success working and communicating effectively in a multi-cultural environment

- Self-starter with excellent problem-solving skills combined with the ability to prioritize and manage time effectively
- Knowledge of Colorado's flora and fauna
- Excellent organizational skills and ability to manage multiple tasks
- Bilingual in English and Spanish is a plus

Requirements

- Graduation from an accredited college or university with an Associates or Bachelor's degree in community development, human dimensions, conservation, natural resources, communications, or other relevant fields and/or a minimum of four (4) years of demonstrated experience in planning and implementing effective public engagement strategies that involve a variety of people and partners (could include work in community outreach or organizing, youth or outdoor/environmental education, or diversity, equity, and inclusion initiatives)
- Valid driver's license and access to a personal, insured vehicle
- Ability to work within an open-concept office setting a minimum of twice a week
- Willingness to learn and participate in a strong team focused dynamic
- Work constructively with others and create a positive cooperative relationship with staff, partners, and community
- Ability to pass a background check
- U.S citizen or lawful permanent resident status
- Ability to work at least two (2) Saturdays a month and a few evenings a year

Physical and Emotional requirements

- Ability to work in outdoor settings in various weather conditions for up to eight (8) hours
- Ability to set up, break down, and load equipment up to 50 lbs. Examples include moving and setting up tents, tables, banners and other items for community and volunteer events
- People person comfortable speaking and engaging with folks in schools and at community events
- High level of commitment to outdoor equity
- Cultural competency working with communities that have previously had less engagement with outdoor experiences

Term of Service

This is a full-time grant-funded position. Flexible hours are required, including occasional evening and weekend commitments. Employment is at-will.

Location

This position is based at 7350 E. 29th Ave. Suite 300. Denver, CO 80238. The SCRGP serves communities along a 13-mile trail which will require much of the work to be in the field and within the community (Northeast metro Denver area). This position has the flexibility to work at home, at the office, and in the field.

SCRGP Diversity Statement

Unity is found in diversity.

In nature, flourishing diversity signifies health, vibrancy, and sustainability—the Sand Creek Regional Greenway Partnership endeavors to elevate and embrace diversity in all forms. We strive to integrate the complexities and rich diversity of all people and environments near and around the Sand Creek Regional Greenway into our work. By purposefully and authentically creating inclusive and equitable programs, events, and working environments, we can better serve the Greenway and its communities. We dedicate ourselves to the opportunity to grow alongside our community.

To Apply

Interested applicants should send their resume and an outdoor equity statement no more than one page in length (double-spaced) to Mo Fair, SCRGP's Executive Director, at mfair@sandcreekgreenway.org.

No phone calls, please.

Resumes are accepted on a rolling basis until the position is filled.