

(Part-Time) Weld County Volunteer and Partnership Coordinator



A position at Volunteers for Outdoor Colorado in partnership with the City of Greeley Natural Areas & Trails (NAT).

Office Location: City of Greeley NAT Office, Island Grove Park, Greeley, CO

Position Overview

This part-time (20-30 hours/week), non-exempt position is an employee of VOC, in partnership with the City of Greeley, working closely with Weld County land managers and related organizations to continue building outdoor volunteer stewardship capacity. By enhancing partnerships and local volunteerism to benefit public lands within the Weld County region, this role addresses the intertwined issues of public and environmental health. This position's primary responsibilities include:

1. Management, coordination, and administration of outdoor volunteer stewardship programs in the Weld County area and vicinity.
2. Coordination and support of land managers and community organizations in the Weld County region to assist with their volunteer stewardship needs, projects, and trainings.
3. Development of strategic partnerships and fostering regional stewardship collaboration between local agencies, municipalities, and community organizations.
4. Pursuit of alternative funding opportunities to support ongoing development of the volunteer and partnership program.

This position is supported by and reports to co-supervisors. Onsite supervision and support provided by the City of Greeley's Natural Areas and Trails Director. Remote support and supervision provided by VOC's Weld Co. and SLV Programs Manager.

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

Program Management

- Serve as the Project Lead for all VOC projects and trainings in the Weld County area and host other community-based volunteer projects as needed to build additional local capacity while providing stewardship services to local land managers.

- Develop and implement a systematic approach for project development, coordinating with agency representatives and local project partners in Weld County.
- Coordinate opportunities to train local volunteer leaders using VOC's Outdoor Stewardship Institute and other resources to develop technical and leadership skills within the volunteer workforce.
- Manage the Weld County tool and gear cache, maintaining tools and other equipment as needed throughout the season.
- Manage Weld County-based VOC fleet vehicle.
- Manage schedule and content for VOC's Weld County Newsletter *Western Wheatgrass*

Volunteer Recruitment/Marketing

- Develop and implement a systematic approach for outreach and local volunteer recruitment for specific projects and ongoing volunteer programs.
- Conduct effective marketing and communications about volunteer opportunities through meetings, print material, digital media, and other strategies.
- Foster and develop partnerships with Weld County agencies, municipalities, and organizations in the community, serving as the agency liaison, and attending partner meetings and outreach events.

Volunteer Administration

- Manage VOC volunteer registration and communications processes using VOC's database and registration systems and volunteer recruitment tools.
- Serve as the primary administrator of Weld County volunteer data.
- Serve as the primary contact for volunteer program inquiries from partners and the public.
- Oversee administration of volunteer record keeping, including volunteer agreements, volunteer files and event participation.
- Compile annual volunteer data and submit volunteer and partnership reports for all VOC projects and local programs annually.

Fundraising

- Solicit in-kind donations from local businesses to support the Weld County volunteer program and annual VOC events.

Qualifications

Desired Skills, Qualities and Abilities

- This is a community-based position, candidates local to the Greeley area preferred.
- A bilingual candidate is desired but not required.
- A valid wilderness first aid (WFA), including CPR certification, or ability to complete certifications before the employee's first managed project in the field.
- Previous experience coordinating and recruiting volunteers, planning volunteer projects and working with the public in a nonprofit and/or government environment.
- Excellent people skills, customer service orientation, and cultural diversity skills.
- Ability to self-initiate and self-direct workflow, as well as being comfortable working with a team to achieve goals.
- Computer literacy, including word processing, database management, and internet use; knowledge of web-based data systems.
- The desire to work a 50/50 split between office and field work in the Weld County vicinity.
- Must possess a valid driver's license.

Attendance at evening meetings and assigned project weekends and site visits are required as part of this job.

To Apply

Email a cover letter and resume to jobs@voc.org, as a single PDF, and include "Weld County Volunteer and Partnership Coordinator" in the subject line. Please list how you came across the job posting in 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 Please

Applications will be accepted and assessed on a rolling basis. Best consideration will be given to applications received by midnight on March 31st, 2024. The ideal start date is Monday, May 13th, 2024.

Compensation

The wage for this position is \$20-22/hr. This is a non-exempt position. Employee will earn overtime pay if they work over 40 hours in a week, or 12 hours in a day.

Benefits: VOC offers a competitive compensation package including the following benefits: paid time off; sick time; paid holidays; option to opt into 403(b) retirement plan with a 4% employer match after one year of employment; 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; and professional development opportunities and reimbursement for some work-related trainings;.