

Field Logistics Coordinator

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 four decades of experience in outdoor stewardship volunteerism, we engage 3,500 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 Logistics Coordinator is a full time, non-exempt professional position that works with the VOC program team to oversee and organize the logistics and operations for VOC's projects, trainings and programmatic stewardship projects. This position will also provide professional project management, logistical support, and volunteer leadership management on VOC volunteer projects administratively and in the field (including travel around the state). The Field Logistics Coordinator reports directly to the Field Programs Manager and presents a good opportunity for someone who would enjoy a balance of both office work and field work. It is anticipated to have an approximately 75 office -25 field % split. This position will work out of both the VOC office in Denver and VOC's operations center in Lakewood.

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

Operations Management:

- Manage and maintain VOC Operations Center, a 5,000 sq. ft. facility used for the maintenance and storage of VOC tools, equipment and food.
- Manage and improve processes to ensure a clean, organized, safe, and efficient operations center
- Oversee tool and equipment maintenance, repair, inventory and purchasing

- Manage VOC vehicle fleet including preventative maintenance, timely repairs, weekly vehicle checks, and buying and selling of vehicles.
- Manage VOC's vehicle rental needs with a third party vendor.
- Assist with development of associated budgets (tools, ops center maintenance, vehicles).
- Provide excellent customer service and support to volunteers and leaders in all activities that aid field operations through logistical support and training.
- Manage staff efforts for ensuring project in-kind development needs for food, tools and materials are met.
- Manage VOC's Risk Management to include sitting on committee, leading the annual review of the Risk Management Manual, tracking of incidents, and training staff.
- Maintain and create organizational systems for logistical management.

Volunteer Project Development and Management:

- Lead own portfolio of assigned volunteer stewardship projects as well, including:
 - o Facilitating communications with land managers and other partner organizations.
 - o Coordinating volunteer project team through VOC's project planning process.
 - o Providing staff leadership at projects.
 - o Preparing and sending pre- and post-project volunteer communications for assigned projects.
 - o Managing logistical and leadership requirements of assigned projects.
- Participate with program team on outreach to prospective volunteers and groups.
- Accurately compile project data, volunteer records, and evaluation forms.
- Assist with coordination of volunteer skills trainings and provide logistical/staff representation as needed at other events
- Assist supervisors with the training of new project staff

Assist with additional organizational efforts, such as:

- Assist with annual project scouting process.
- Lead or assist with annual events and volunteer meetings.
- Work collaboratively with development team to promote membership and other fundraising efforts.
- 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.

Qualifications

Education and Previous Experience:

- 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.
- Requires previous volunteer or staff experience with trail work, ecological restoration, farming, landscaping, or other outdoor stewardship projects.
- Requires previous outdoor leadership experience, preferably in a multi-day remote camp setting.
- Requires current wilderness first aid and CPR certification, or ability to complete certifications within 30 days from the official start date.

Required skills, qualities and abilities:

- Outstanding time management and organizational skills
- Excellent people skills, customer service orientation, and cultural diversity skills.
- Strong interest in process and systems improvement
- Willingness and ability to work weekends and evenings based on project and meeting requirements.
- Willingness and ability to travel extensively in Colorado (using VOC's fleet of vehicles) and work in a variety of outdoor environments and weather conditions
- Great communication skills with diverse audiences and comfortable talking in front of and leading groups of people
- Ability or willingness to learn how to repair and troubleshoot equipment and tools.
- Strong decision-making skills and adaptability
- Ability to self-initiate and self-direct workflow
- Team player with initiative, determination, flexibility, and a sense of humor
- Computer literacy, including word processing, database management, and internet use
- The desire to work in an office environment with field work as well
- Must possess a valid driver's license.
- Must pass a pre-employment background check

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 "Field Logistics 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 August 18th, 2024. The ideal start date is Monday, September 30th, 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; medical training stipend; and professional development opportunities and reimbursement for some work-related trainings.