

# (Part-Time) Northern Front Range 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 Type: Hybrid, 50% in office and 50% virtual. Flexible 4-5 days per week.



## 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 local land managers and related organizations to continue building outdoor volunteer stewardship capacity in the Northern Front Range region. By enhancing partnerships and local volunteerism to benefit public lands within the 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 Northern Front Range area.
2. Coordination and support of land managers and community organizations in the Northern Front Range 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 an employee of VOC with remote supervision provided by VOC's Partnership Office Manager. However, this position will spend the majority of their time working and coordinating project priorities with City of Greeley staff and will have an office in the City of Greeley's Parks and Recreation Department.

## 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/Northern Front Range 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 the Northern Front Range region.
- 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 local VOC tool and gear cache, maintaining tools and other equipment as needed throughout the season.
- Manage Northern Front Range-based VOC fleet vehicle.
- Manage schedule and content for VOC's local Newsletter *Western Wheatgrass*
- Attend regular meeting with VOC staff and City of Greeley Staff
- Manage the development and maintenance of the Trail Ambassador volunteer program, in partnership with the Town of Windsor, City of Greeley, and Poudre River Trail Corridor, Inc. non-profit
- Solicit in-kind donations from local businesses to support the Weld County volunteer program and annual VOC events.

#### *Volunteer Recruitment and Administration*

- Develop and implement a systematic approach for outreach and local volunteer recruitment for specific projects and ongoing volunteer programs.
- Conduct effective communications about volunteer opportunities through meetings, print material, digital media, and other strategies.
- Foster and develop partnerships with northern Front Range agencies, municipalities, and organizations in the community, serving as the agency liaison, and attending partner meetings and outreach events.
- Manage VOC volunteer registration and communications processes using VOC's database and registration systems and volunteer recruitment tools.
- Serve as the primary administrator of Northern Front Range volunteer data.
- Serve as the primary contact for local 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.

## 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.
- Requires current wilderness first aid and CPR certification, or ability to complete certifications within 30 days from the official start date.
- 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](mailto:jobs@voc.org), as a single PDF, and include "Northern Front Range 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 August 18, 2024. The ideal start date is Monday, October 7th, 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.