



SAND CREEK REGIONAL GREENWAY

Wilderness In the City

Sand Creek Regional Greenway Partnership

Job Title: Volunteer Program Manager

Status: Part-time (20 hours per week)

Pay: \$27.50- \$31.20/hour - Most new hires can expect to be brought in near the minimum range, with starting pay determined by factors such as relevant experience, qualifications, and budget considerations.

Benefits:

- Vacation accrual: 3.08 hours of vacation per pay period, equivalent to 80 hours (10 days) per year
- Health leave / sick leave accrual: 3.69 hours per pay period, equivalent to 96 hours (12 days) per year
- Cell phone stipend
- Mileage reimbursement
- Paid holidays

Reports to: Education and Program Director

Location: Hybrid – Office, Field, and Remote as appropriate

Organization Background

The Sand Creek Regional Greenway Partnership (SCRGP) is a 501(c)(3) nonprofit organization dedicated to protecting, enhancing, and activating the 13-mile Sand Creek Regional Greenway in the northeast metro Denver region.

SCRGP works to create connection, belong, and stewardship through the activation of the Greenway. Our vision is a vibrant Greenway where all community members can safely and comfortably enjoy nature and outdoor space.

Through programming, stewardship, education, recreation, and community partnerships, SCRGP promotes curiosity, environmental awareness, and community health along the Greenway.

Role Description

The Volunteer Program Manager supports SCRGP's mission by planning and facilitating volunteer opportunities along the Sand Creek Greenway within the SCRGP Volunteer Program. This position collaborates closely with staff, volunteers, and community partners to advance program goals and strengthen community engagement along the Greenway.

The Program Manager will be responsible for comprehensive event planning and providing on-site leadership for a series of public and private volunteer workdays hosted by SCRGP. The Program Manager will aid in the recruitment of volunteers, assist the Education and Program Director with volunteer communication, provide on-site volunteer supervision and safety oversight, equipment coordination, and basic project documentation and reporting to inform program evaluation and future planning.

The Program Manager will also be tasked with providing land management recommendations to SCRGP and City partners that will improve the ecological functionality of the Greenway and enhance the volunteer experience and outcome of the ongoing Ecological Assessment. The ideal candidate is organized, community-oriented, and passionate about environmental stewardship and outdoor equity.

Duties and Responsibilities

Include but are not limited to:

Program Implementation

- Successfully plan and lead public and private volunteer workdays along the Sand Creek Greenway in Denver, Aurora, and Commerce City
- Coordinate volunteer event logistics, communications, resources, and accessibility accommodations to ensure safe, inclusive, and successful volunteer experiences
- Lead on-site project management including event set-up/clean-up, volunteer orientation, task coordination, safety management, and on-site communication with staff and partners
- Coordinate volunteer registration and event documentation in alignment with organizational procedures

Community Engagement

- Create marketing and social media content to uplift program in alignment with SCRGP's existing marketing and communication strategy
- Represent SCRGP at community events to strengthen community relationships, raise awareness of the SCRGP's Volunteer Program, and recruit volunteers

- Assist Education and Program Director with SCRGP Steward engagement including communication with Stewards, Steward management at volunteer workdays, and coordination of Steward development opportunities

Operations and Administration

- Create post-event reports to aid in future project and event planning
- Accurately and timely track and document project and volunteer data in appropriate platforms for reporting
- Support organizational grant reporting and engagement efforts as assigned

Required Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in environmental conservation, natural resource management, education, recreation, environmental science, communications, or a related field OR 4 years of relevant experience
- Valid driver's license and access to a personal, insured vehicle
- Ability to work within an open-concept office setting
- 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 members
- Ability to pass a background check
- Must be authorized to work in the United States
- Ability to work at least two (2) Saturdays a month

Preferred Qualifications

- Experience with volunteer recruitment and supervision
- Ability to assess ecological conditions and provide recommendations that support habitat health, biodiversity, and overall ecological function
- 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 in getting more folks engaged in the outdoors
- Demonstrated success working and communicating effectively in a multi-cultural environment
- Commitment to environmental stewardship and outdoor equity
- Bilingual or culturally relevant community experience
- Highly organized with attention to detail

Physical and Work Environment Requirements

- Ability to work outdoors in various weather conditions
- Ability to lift and move equipment up to approximately 30 lbs
- Comfort engaging with community members at public events
- Cultural competency working with diverse communities

We remain committed to building a diverse team and welcome applications from individuals regardless of background, race, sexual orientation, and other personal defining attributes – even if they do not meet 100% of the skills or qualifications listed.

Term of Service

This position is a part-time, time limited (**10 month**) grant funded position. Continuation of position is dependent on grant funds. Flexible hours will be required, including occasional evenings or weekends to support volunteer programs and events.

Employment is **at-will**.

Location

SCRGP is moving! Our temporary office is at Progress Coworking (2340 Dayton St, Aurora, CO 80010).

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 intentionally work to create inclusive programs, events, and workplaces that reflect and serve the diverse communities connected to the Greenway.

To Apply

Submit:

- Resume
- Cover letter

Send materials to:

Elena Smith, Education and Program Director

esmith@sandcreekgreenway.org

Subject line: **Volunteer Program Manager Application**

No phone calls, please.

Applications will be reviewed **on a rolling basis until the position is filled.** Review of applications will start on July 31st, 2026.