

Volunteer Engagement Assistant (Temporary)



Overview

Volunteers are critical to conservation and recreation and are interwoven throughout Colorado Parks and Wildlife (CPW). We engage 4,000+ volunteers each year who contribute 280,000 hours of time. That's an equivalent capacity of 135 full-time employees!

CPW is looking for a temporary employee to support volunteer recruitment, training, engagement, and retention to advance CPW's mission. Successful work will integrate a variety of "lenses," such as national and statewide volunteer trends, CPW's strategic plan and priorities, staff and volunteer feedback, and accessibility and inclusivity.

- **Start and End Date:** November 2 or 9, 2026 (negotiable), 8 month term
- **Pay Rate:** \$20 per hour, 35-40 hours per week
- **Schedule:** Monday - Friday, 8am-5pm. Occasional evenings, overnights, and weekends with same pay period flex time.
- **Location:** Hybrid. At least one day per week in the office at CPW's Headquarters Office (6060 Broadway, Denver, CO 80216 – accessible via [RTD 8 bus line \(stop #12449\)](#). Option to work remotely the rest of the time.

Responsibilities

- Schedule and facilitate quarterly continuing education and professional development opportunities for staff and volunteers. Topics should align with agency priorities and staff and volunteer feedback. They could include guest speakers and/or original content.
- Support intentional recruitment efforts for high-need volunteer roles, such as by developing volunteer "personas" and aligning volunteer position descriptions.
- Make volunteering as rewarding as possible! Implement volunteer appreciation through our park pass program, annual gift mailing, storytelling, and leading efforts for National Volunteer Week.

- Serve as our data hygienist by completing data clean-up and mapping projects, along with other support for CPW's transition to a new volunteer management system.
- Support regional volunteer coordinators and other CPW staff at occasional events, trainings, and special projects.
- Assist with administrative and operational tasks, such as volunteer uniform orders.
- Lead and/or assist with other duties as assigned.

Minimum Requirements:

- Excellent collaboration, time management, communication and organizational skills.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Willingness and enthusiasm to support staff and volunteers from behind the scenes.
- Comfortable with ambiguity and being flexible as projects adapt throughout the year.
- Passion for natural resources, conservation, community service, or similar areas.
- Proficiency with Google Applications (Gmail, Drive, Sites, Docs, Sheets, and Forms).
- Reliable internet connection while working from home but can discuss options.
- Valid driver's license and good driving record. Comfortable traveling alone, if applicable.

Preferred Qualifications:

- Experience and value in working with volunteers.
- Knowledge of Colorado Parks and Wildlife and Colorado communities.

Background Check:

Due to the nature of the position, a background check is required before an offer is made.

Background checks may include criminal, sex offender, and driving history to help ensure the safety of our patrons, visitors, staff and volunteers. There is no cost or fee to you.

Benefits:

- 1 hour of paid sick leave accrued for every 30 hours worked, up to 48 per fiscal year.

- PERA retirement plan, employee wellness resources, and [CSEAP benefits](#).
- Professional development opportunities.
- This position does **not** include medical benefits, paid holidays or paid vacation time.

How to Apply:

Email a cover letter and resume to becky.mares@state.co.us with “Volunteer Engagement Assistant” in the subject. Work, educational, and lived experiences are all considered.

Resumes and cover letters will be accepted through Tuesday, October 6th with the intent to interview October 14-16 (in person is ideal but virtual can be accommodated). An ideal start date would be November 2 or 9, 2026, but that is negotiable.

Equity, Diversity, and Inclusion

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. In all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, neurodiversity, or military status, or any other protected status in accordance with applicable law.

The Department of Natural Resources is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries at least five business days before the date an accommodation is needed. Email dnr_hr_employeebenefits@state.co.us. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.