

Volunteer Resource Development Specialist (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 complete a series of finite projects and develop evergreen resources to utilize for effective volunteer engagement for years to come. 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), 6 month term
- **Pay Rate:** \$20-22 per hour, 35-40 hours per week
- **Schedule:** Monday - Friday, 8am-5pm. Potential for occasional evenings or weekends.
- **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

- Create, format, and build out an intranet Google Site for staff with volunteer engagement resources and workflows.
- Create volunteer management 101 training for staff – delivered via live virtual setting and/or asynchronously in volunteer management system.
- Update statewide volunteer orientation experience and welcome video.
- Propose and create standardized, asynchronous orientations for topics that apply across many volunteer roles across the state (e.g. working with the public).

- Work within CPW's design standards (and/or work with design team) to create digital and print volunteer recruitment assets and templates.
- Propose a long-term, sustainable volunteer impact recognition program/strategy.
- Review and update or create other resources and job aides as assigned.

Minimum Requirements:

- Experience developing resources and trainings, with the ability to make asynchronous resources and trainings interactive, engaging, and relevant to the audience.
- Excellent collaboration, time management, communication and organizational skills.
- Self-motivated and proactive in leading projects, and spending time efficiently with attention to detail.
- 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.

Preferred Qualifications:

- Experience developing resources specifically for volunteers/volunteer programs.
- UX/UI design experience (e.g. for Google Sites, no coding needed)
- Comfort with, or can quickly learn, to lead and manage projects from start to finish.
- 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 Resource Development Specialist” in the subject. We consider work, educational, and lived experiences.

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.