Leadership and Training Manager

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington Park Office
600 S. Marion Parkway, Denver, CO 80209

Position Overview

The Leadership and Training Manager is a full-time permanent position that reports to the Associate Director of Programs. This position is responsible for managing VOC’s Training Program, the Outdoor Stewardship Institute (OSI), to grow VOC’s internal volunteer leadership development as well as build capacity throughout Colorado for agencies and other stewardship organizations. This position also assists with the planning, implementation and evaluation of VOC’s Boots-on-the-Ground volunteer projects during the annual project season.

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

TRAINING PROGRAM MANAGEMENT

- Manages the planning and implementation of the Outdoor Stewardship Institute (OSI) training program, including the calendar of technical and leadership skills trainings.
- Works with VOC staff, contract and volunteer training instructors, partner organizations, land managers and others to schedule and implement trainings. This may include leading some trainings in the field.
- Builds qualified, effective instructor capacity to help train increasingly more individuals statewide, and eventually nationally, through VOC’s Outdoor Stewardship Institute.
- Oversees all OSI curricula and/or other materials, assessing and revising as needed with internal and external experts.
- Manages partnership with Colorado Mountain College VOC’s online training partner, and to meet delivery and customer service goals.
- Works with prospective partners to schedule and coordinate contract trainings as requested.
- Works with Volunteer Relations Coordinator to recruit participants for OSI trainings.
- Maintains OSI inventory and works with support staff to fulfill orders in a timely manner.

LEADERSHIP DEVELOPMENT

- Leads strategic initiatives to grow VOC’s volunteer leadership ranks.
- Manages leadership development process within VOC.
- Ensures annual OSI training calendar has offerings that effectively support VOC Leadership Development.
Manages the volunteer Leadership Development Advisory Committee (LDAC), with involvement by other staff, to ensure VOC has leaders in key positions to implement our full range of projects and continue to develop new avenues for volunteer leadership.

Works with VOC staff to identify and recruit volunteers who have the passion and skills to pursue leadership positions.

Works with VOC Staff to manage data regarding volunteer certifications and training relative to VOC’s leadership pathway.

**VOLUNTEER PROJECT MANAGEMENT**

- Undertakes assigned volunteer stewardship projects requiring:
  - Facilitating project planning and related communications with land managers and other partner organizations
  - Managing project planning efforts involving volunteer project teams and recruiting necessary volunteer leaders
  - Providing on-site staff leadership and appropriate decision-making
  - Facilitating pre-and-post project volunteer communications for assigned projects
  - Managing project-related logistical requirements
- Compiles and maintains accurate project data, volunteer records, and expense reporting by project.
- Acquires in-kind donations for projects; ensure accurate donation documentation.
- Assists with project development, building partner relationships for future projects, and the annual project scouting and selection process.
- Recommends process improvements and changes based on observations and analysis of VOC’s project delivery methods.

**OTHER DUTIES**

- Provides assistance to the Associate Director of Programs with other duties.
- Assist program and development teams with training-related grant writing, grant reporting and solicitation of fee-for-service support from project partners.
- Works collaboratively with development team to promote membership and other fundraising efforts.
- Leads or assists with annual events and volunteer meetings.
- Provides administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects.
- Performs related duties as required to support and strengthen the mission and purpose of VOC.

**Qualifications**

*Education and Previous Experience*

- Requires a bachelor’s degree in a related field or at least 4 years of applicable experience
- Requires at least 2 years of program management experience, including programmatic development, planning, and execution; project team management; budgeting and reporting experience
- Requires previous outdoor leadership experience
- Requires valid wilderness first aid, including CPR certification, or ability to complete certifications before the employee’s first managed project
- Prefer experience recruiting, coordinating, and managing volunteers, youth corps or staff positions and/or working with the public in a nonprofit and/or government environment
- Prefer previous volunteer or staff experience with trail work, ecological restoration, farming, landscaping or other outdoor stewardship projects
Required Skills, Qualities and Abilities

- Requires excellent oral and written communication skills, including public speaking
- Requires the ability to self-initiate and self-direct workflow. This position manages multiple programmatic areas, requiring a person to have proven time management and organizational skills
- Requires strong analytical, strategic planning and assessment skills
- Requires excellent people skills. This position is well-suited for a person who enjoys working with people from a variety of different communities, cultures and backgrounds
- Requires computer literacy, including email and Microsoft Office Suite, data entry, and internet use
- Must be willing and able to work weekends and evenings based on project and meeting requirements
- Must be willing and able to travel extensively in Colorado (using VOC's fleet of vehicles) and work in a variety of outdoor environments and weather conditions
- Must possess a valid driver's license and an excellent motor vehicle record is required
- Must pass a pre-employment background check

VOC Leadership and Training Manager must have access to the following equipment for use on projects (VOC can provide access through a gear library for a few of the items): Sturdy hiking boots or work boots
- Rain gear and warm outdoor layers
- Tent
- Sleeping bag/sleeping pad

Physical Requirements

- Comfort camping and working in front and backcountry settings, inclement weather and high altitude
- Comfort working with basic hand and power tools in support of trail or restoration work
- Strong hiking ability with capacity to travel long distances with tools and full pack at high altitude and over un-even terrain
- Ability to lift 75 lbs.

To Apply

Email a cover letter, resume, and compensation requirements to jobs@voc.org, as a single PDF, and include “Leadership and Training Manager” in the subject line.

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 must be received by midnight on March 13, 2022

Compensation

This is an exempt position with an annual salary range between $45,000-$47,000.

VOC offers a competitive total rewards package of compensation and benefits including 100% employer paid health insurance, up to a 4% match on a 403(b) retirement plan, paid vacation and sick time, and more.
NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.