

# Weld County 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



## About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Colorado's outdoor resources contribute greatly to our health, happiness, and state economy, but they also face ongoing stresses and require care and stewardship to ensure long-term sustainability. Leveraging over 35+ years of experience in outdoor stewardship volunteerism, we engage up to 5,000 volunteers in hands-on stewardship work each year. We also help other groups develop and grow effective volunteer programs to meet Colorado's growing stewardship needs. Finally, we foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado.

## Position Overview

This full-time (32-40 hours/week), non-exempt position is an employee of VOC, in partnership with the City of Greeley, working closely with Weld County land managers and related organizations to continue building outdoor volunteer stewardship capacity. By enhancing partnerships and local volunteerism to benefit public lands within the Weld County 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 Weld County area and vicinity.
2. Coordination and support of land managers and community organizations in the Weld County 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 supported by and reports to co-supervisors. Onsite supervision and support is provided by the City of Greeley's Natural Areas and Trails Director. Remote support and supervision is provided by VOC's Weld County and San Luis Valley Programs Manager.

## 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 area and vicinity 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 Weld County.
- 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 Weld County tool and gear cache, maintaining tools and other equipment as needed throughout the season.
- Manage Weld County-based VOC fleet vehicle.

### *Volunteer Recruitment/Marketing*

- Develop and implement a systematic approach for outreach and local volunteer recruitment for specific projects and ongoing volunteer programs.
- Assist with effective marketing and communications about volunteer opportunities through meetings, print material, digital media, and other strategies.
- Foster and develop partnerships with Weld County agencies, municipalities, and organizations in the community, serving as the agency liaison, and attending partner meetings and outreach events.

### *Volunteer Administration*

- Manage VOC volunteer registration and communications processes using VOC's database, registration systems, and volunteer recruitment tools.
- Serve as the primary administrator of Weld County volunteer data.
- Serve as the primary contact for Weld County volunteer program inquiries from partners and the public.
- Oversee administration of volunteer recordkeeping, including volunteer agreements, volunteer files and event participation.
- Compile annual volunteer data and submit volunteer and partnership reports for all Weld County and vicinity VOC projects and community events/programs/projects.

### *Fundraising*

- Assist with the development of funding agreements, modifications, and reporting as needed.
- Solicit in-kind donations from local businesses to support the Weld County volunteer program and annual VOC events.
- Pursue new funding opportunities to support the ongoing development of the partnership position through grant writing and pursuing local community investment opportunities.

*This is a grant-funded position secured through the end of 2023, with extension based on future funding.*

*Attendance at evening meetings and assigned project weekends and site visits are required as part of this job.*

## Qualifications

### Required Education and Previous Experience:

- Bachelor's degree in a related field or at least 2 years of professional experience in programmatic management.
- A valid wilderness first responder, including CPR certification, or ability to complete certifications before the employee's first managed project in the field.

- Previous experience coordinating and recruiting volunteers, planning volunteer projects and working with the public in a nonprofit and/or government environment.
  - o Ideal candidates will possess experience coordinating and leading volunteers in trails and/or ecological restoration and other outdoor stewardship projects.
- Demonstrated experience in planning, organizing, and implementing a project from conception.
- 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.
- A team player with initiative, determination, flexibility, and a sense of humor that is looking for an opportunity to have impact in the growing environmental stewardship movement while continuing to learn, grow and develop as a professional.
- A commitment to civic engagement in preserving our natural and cultural resources and to building a diverse pool of volunteers.
- Computer literacy, including word processing, database management, and internet use; knowledge of web-based data systems.

Other Requirements:

- Willingness and ability to work weekends and evenings based on project and meeting requirements.
- Willingness and ability to travel extensively in Colorado and work in a variety of outdoor environments and weather conditions
- Valid driver's license and excellent motor vehicle record required
- A criminal background check required for this position
- VOC Project Coordinators must own the following equipment for use on projects:
  - o Sturdy hiking boots or work boots
  - o Rain gear and warm outdoor layers
  - o Tent
  - o 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.

Job duties also include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English. Must possess a valid driver's license and be able to drive vehicles around the state.

## To Apply

Email a cover letter, resume, and compensation requirements to [jobs@voc.org](mailto:jobs@voc.org), as a single PDF, and include "Weld County Volunteer and Partnership Coordinator" in the subject line. Please list how you came across the job posting in the cover letter.

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 February 26<sup>th</sup>, 2023. Ideal start date is Tuesday, April 4<sup>th</sup>, 2023.

### *Compensation*

VOC offers a competitive compensation package, including health insurance, up to a 4% match on a 403(b) retirement plan, paid vacation and sick time, and more. Pay starts at between \$19.32 - \$19.50/hour with the benefit of flexible hours between 32- 40 hours/week.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.