

Youth & Community Programs Manager

Volunteers for Outdoor Colorado
959 S Kipling Parkway
Lakewood, CO 80226



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 four decades of experience in outdoor stewardship volunteerism, we engage 3,500 volunteers in hands-on stewardship work each year. We strive to foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado. Our small staff of 12-14 employees are a passionate and mission driven group that value community building while maintaining a work life balance.

Position Overview

The Community Programs Manager position is a full-time, non-exempt professional position that reports to the Director of Programs and is responsible for managing VOC's Denver Metro area community engagement programs. These programs and projects are designed to broaden the variety of people involved in outdoor stewardship through community partnerships and the implementation of unique programming or project opportunities. Current programs include our high school leadership Cairn Program, youth and family service days, the Grossman Scholarship Program, local Healthy Communities projects and corporate engagement through our Team Stewardship Day program. A large portion of this role includes community outreach, project implementation, and partnership development. This role can expect a 50% - 50% split between administrative duties and partnership or field-based project work. This is an office/remote hybrid position based in Lakewood, CO.

Core Competencies

The following competencies are expected from all staff 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

LOCAL COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Develop and steward key partnerships that engage local community members in programming.
- Create and maintain relationships with local land managers, non-profits and other groups to implement projects that support our community program goals.

- Assist VOC's Outreach and Engagement Manager to recruit new and existing volunteers and partners for local programs and projects.
- Manage outreach and selection of 20-25 students and 6-8 mentors applying to take part in VOC's high school leadership program, Cairn.
- Complete annual outreach for VOC's Grossman Scholarship Program.
- Participate and represent VOC with relevant community coalitions and stakeholder meetings. (Ex: YES Coalition, Metro Denver Nature Alliance).

LOCAL COMMUNITY PROGRAM MANAGEMENT

- Develop and implement annual program plans that support VOC's mission and strategic priorities.
- Create frameworks, goals, outcomes, systems, and processes for new and existing community program offerings to ensure long-term success.
- Provide analysis and evaluation of community engagement programs to make sound decisions regarding program growth, staffing levels, volunteer leadership, etc.
- Plan and implement Cairn monthly projects or activities from September to April.
- Manage annual application and selection of 6 Grossman Scholars in conjunction with the designated selection committee.
- Facilitate project planning and related communications with local land managers and other partner organizations for approximately 25 Healthy Communities Projects and youth and family service projects from April to October. This includes:
 - o Coordinating project planning efforts involving volunteer leader project teams
 - o Providing on-site staff leadership and appropriate decision-making
 - o Coordinating and sending timely pre- and post-project volunteer communications
 - o Managing project-related logistical requirements
- Plan and implement 20-30 Team Stewardship Day projects in conjunction with Development and seasonal staff from April to October.
- Acquire in-kind donations for programs; ensure accurate donation documentation.
- Assist with project or program related grant writing, grant reporting and solicitation of fee for service support from project partners.

OTHER DUTIES

- Provide logistical/staff representation as needed at other VOC and partner events.
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects
- Carry out JEDI (Justice, Equity, Diversity and Inclusion) initiatives that will achieve goals of diversified participants and volunteers across all programs.
- Perform related duties as required to support and strengthen the mission and purpose of VOC.

Qualifications

EDUCATION AND PREVIOUS EXPERIENCE

- Requires at least 2 years of community program management experience, including programmatic development, planning, and execution; project team management; budgeting and reporting experience.
- Requires experience recruiting, coordinating, and managing volunteers, youth corps or staff positions and/or working with the public in a nonprofit and/or government environment.
- Requires previous outdoor leadership experience with youth and young adults
- Requires valid wilderness first aid, including CPR certification, or ability to complete certifications before the employee's first managed project.

- Previous experience in JEDI (justice, equity, diversity, inclusion) initiatives and best practices preferred, including working with both internal and external stakeholders and analyzing and evaluating effectiveness of implemented strategies and tactics.
- Prefer a bachelor's degree in a related field or at least 4 years of applicable experience
- Prefer previous volunteer or staff experience with trail work, ecological restoration, farming, landscaping or other outdoor stewardship projects.
- Prefer experience with grant writing and reporting.

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.
- Strong decision-making skills and adaptability.

VOC field staff must have access to the following gear 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

PHYSICAL REQUIREMENTS

- Comfortable working outdoors in inclement weather, heat and high altitude.
- Comfortable working with basic hand and power tools in support of trail or restoration work.
- Capacity to hike 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. A criminal background check is required.

To Apply

Email a cover letter and resume in a single PDF to jobs@voc.org and include "Youth & Community Programs Manager" in the subject line. Please include how you found out about the job opening in either the cover letter or body of the email.

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.

Applications must be received by 11:59 PM (MT) on November 16th, 2026.

Compensation

The wage for this position is \$25-26.50/hr. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day.

Benefits: paid vacation time; paid health leave accrued per pay period; 14 paid holidays including December 25th through January 1st; 100% employer paid health and dental insurance with optional employee paid vision insurance confirmed through August 2027; up to 4% match on a 403(b) retirement plan after one year of employment; remote workdays; hybrid work schedule; flex time; workers compensation; a one-time, branded attire stipend; partial cell phone reimbursement; discounts on outdoor gear and equipment; pro-rated Wilderness First Aid certification reimbursement; and professional development opportunities and reimbursement for some work-related trainings. VOC has corporate fleet available for work-related travel.

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