

Seasonal Field Projects Coordinator

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



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 our 34 years of experience in outdoor stewardship volunteerism, we engage 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 job is a great opportunity for someone who enjoys working in the outdoors, is ready to meet great people dedicated to taking care of Colorado, and is looking to build their professional network in the outdoor stewardship industry. This Seasonal Field Projects Coordinator is **a full-time, term limited, non-exempt position** that reports to VOC's Projects & Operations Manager. This position works within the VOC program team and closely with two other project staff positions to provide professional project management, logistical support and volunteer leadership coordination on VOC volunteer projects both in the office and in the field.

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

Responsibilities

PROJECT AND VOLUNTEER COORDINATION

- Undertake assigned volunteer stewardship projects requiring:
 - o Facilitating project planning and related communications with land managers and other partner organizations
 - o Coordinating project planning efforts involving volunteer-leader project teams
 - o Providing on-site staff leadership
 - o Facilitating pre-and-post project volunteer communications for assigned projects
 - o Managing project-related logistical requirements
- Undertake with VOC's program team recruitment of volunteer leaders, and related outreach to prospective volunteers and groups

- Acquire and maintain accurate project data and volunteer records
- Acquire in-kind donations for projects; ensure accurate donation documentation
- Assist with project development and partner relationships for future projects
- Assist with coordination of volunteer skills trainings and provide logistical/staff representation as needed at other events

OTHER DUTIES

- Provide on-going assistance to the Projects and Operations Manager in the areas of:
 - o Maintenance of VOC's Operations Center to ensure tool and food resources
 - o Management of VOC's vehicle fleet
- Work collaboratively with development team to promote membership and other fundraising efforts
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned committees, project teams, and projects
- Perform related duties as required to support and strengthen the mission and purpose of VOC

Attendance at evening meetings and assigned project weekends and site visits across Colorado are required

Qualifications

Education and Previous 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
- Prefers experience recruiting, coordinating and managing volunteers, youth corps or staff positions and/or working with the public in a nonprofit and/or government environment
- Prefers previous volunteer or staff experience with trail work, ecological restoration or other outdoor stewardship projects
- Prefers educational or professional background in any of the following or related fields: natural resources management, parks management, environmental science or studies, nonprofit or volunteer management

Required skills, qualities and abilities:

- 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
- Excellent people skills, customer service orientation and public speaking skills
- Outstanding time management and organizational skills
- Ability to self-initiate and self-direct workflow
- Team player with initiative, determination, flexibility and a sense of humor
- Computer literate including email and word processing, data entry, and internet use
- Valid driver's license and excellent motor vehicle record required
- Criminal background check required for this position

VOC Seasonal Field Projects Coordinators must own the following equipment for use on projects:

- 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

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 and resume in a single PDF to jobs@voc.org and include "Seasonal Field Projects Coordinator" in the subject line.

No Phone Calls.

Position will remain open until filled.

Term of Employment

Start Date: April 1st, 2019

End Date: September 27th, 2019

Compensation

The wage range for this position begins at \$17/hour commensurate with experience. 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: Workers Compensation, a one-time, branded attire stipend, partial cell phone reimbursement, 8 hours of paid health leave, and organization recognized paid holidays during term of employment. VOC also has free parking and a 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.

NOTE: VOC is an approved Seasonal Employer with the Colorado Department of Labor and Employment. As a recognized, seasonal position with the state, Seasonal Field Projects Coordinators are not eligible to apply for unemployment benefits when their employment term is complete. Seasonals workers are only eligible for UI benefits during the designated seasonal period.

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and

advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

EEOC-P/E-1 (Revised 11/09)