Community Engagement Coordinator

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington 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 36 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

The Community Engagement Coordinator reports to the Associate Director of Statewide Stewardship and is responsible for coordinating and delivering VOC’s strategic engagement programs designed to broaden the variety of people involved in outdoor stewardship. This includes planning, implementing and evaluating existing programs including Family Friendly Projects, Cairn Youth Program, Youth and Corporate SWATs (Stewardship with a Team), and VOC’s middle school based immersion program – Play Learn Care. Some coalition work with the Youth Exploring Stewardship and My Outdoor Colorado coalitions will be within the portfolio of this position’s responsibilities. A large portion of this role includes field-based volunteer project work, especially with youth and families that requires project management, planning skills and the ability to lead outdoor stewardship projects.

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

- Implement annual program plans and ensure program goals are being met
  - Serve as the primary contact for all youth and family programs
  - Manage the Cairn Youth program, including recruiting participants and mentors, training mentors, planning monthly activities, and securing partnerships which will further enhance the program for youth participants
- Ensure program outcomes and impacts are tracked through VOC’s internal database
- Assist with the development of annual program updates and reports
- Manage a portfolio of volunteer stewardship projects requiring:
  - Facilitating project planning and related communications with land managers and other partner organizations
  - Coordinating project planning efforts involving volunteer-leader project teams
  - Providing on-site staff leadership in the field
  - Facilitating pre-and-post project volunteer communications for assigned projects
  - Managing project-related logistical requirements
  - Managing programmatic portions of the project
- Assist VOC's program team in recruiting volunteer leaders, and with other related outreach to prospective volunteers and groups
- Compile and maintain accurate project data, volunteer records, and expense reporting by project
- Acquire in-kind donations for projects; ensure accurate donation documentation
- Assist with project development, partner relationships for future projects and the annual project scouting and selection process
- Assist with coordination of volunteer skills trainings
- Provide logistical/staff representation as needed at other VOC and partner events

OTHER DUTIES
- Provide assistance to the Associate Director of Statewide Stewardship in the areas of:
  - Program development, implementation and evaluation
  - Partnership development and coalitions
  - Project-related development with project and operations related grant writing and fundraising
- Work collaboratively with development team to promote memberships and other fundraising efforts
- Coordinate and/or assist with annual events and volunteer meetings and events
- Provide administrative support (e.g. data entry, report preparation, and mailings) for various assigned 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 Bachelor's Degree in a related field or at least 2 years of applicable experience
- Requires previous outdoor leadership experience, preferably with youth
- 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
- Prefer 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 Microsoft Office Suite, data entry, and internet use
- Excellent oral and written communication skills
- Valid driver's license and excellent motor vehicle record required
- Ability to pass a background check required

VOC Project 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 to jobs@voc.org, as a single PDF and include "Community Engagement Coordinator" in the subject line. Please include where you found our job ad in your email, and if you have specific compensation requirements please include them in your cover letter.

No Phone Calls.

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.

Applications for the position are due by midnight February 10, 2020.

Compensation

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. This is a non-exempt position with a hiring range of $17 – 20 per hour.

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