

San Luis Valley Volunteer and Partnership Coordinator

United States Forest Service (USFS) Rio Grande National Forest and
United States Bureau of Land Management (BLM) San Luis Valley Field Office

Office Location: USFS Rio Grande National Forest Headquarters in Monte Vista



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

The Rio Grande National Forest (RGNF) of the USFS and the BLM San Luis Valley Field Office (BLM SLVFO) recognize the need for a volunteer and partnership program manager to provide leadership and coordination in order to take advantage of volunteers and partnerships to care for public lands.

This full-time, exempt position is an employee of VOC, yet based out of the Rio Grande National Forest. This position manages VOC's efforts to continue building public land stewardship capacity through partnerships and volunteers, providing partnership management and coordination for public lands within the San Luis Valley. This position's primary responsibilities will include:

1. Management, coordination and administration of volunteer programs to support all resource areas in the San Luis Valley on RGNF and BLM SLVFO lands.
2. Coordination and support of Rio Grande NF Ranger Districts and the BLM San Luis Valley Field Office to manage their volunteer needs, projects and training.
3. Capacity building for volunteer management for USFS, BLM and VOC.

Potential growth opportunities to move to VOC's Volunteer and Partnership *Manager* level include:

4. Fostering and development of partnerships with other agencies, municipalities and organizations in the community.
5. 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 Rio Grande National Forest Public Affairs Officer. Remote support and supervision is provided by VOC Associate Director of Training and Organizational Development.

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

- Develop and implement a systematic approach for outreach and volunteer recruitment for specific projects and ongoing volunteer opportunities.
 - o Execute volunteer recruitment outreach and communications for outdoor stewardship projects and for ongoing volunteer opportunities.
 - o Coordinate volunteer projects with agency/organization representatives and partners.
 - o Serve as Project Lead for all VOC specific projects in the San Luis Valley and staff all other community-based volunteer projects on-site as necessary.
 - o Work with the USFS, BLM and VOC to identify volunteer needs and match volunteers to those needs for direct project and ongoing volunteer opportunities.
 - o Manage VOC volunteer registration and communications processes using VOC's database and registration systems and volunteer recruitment tools.
 - o Develop a system for identifying and developing projects and volunteer opportunities internally within the USFS and BLM.
 - o Serve as primary contact for volunteer program inquiries (staff and public).
 - o Foster and develop USFS partnerships with other agencies, municipalities and organizations in the community – serve as agency liaison, attend partner meetings.
 - o Develop programs to train volunteer leaders using VOC's Outdoor Stewardship Institute resources and USFS internal resources.
 - o Conduct effective marketing and communications about volunteer opportunities/projects through meetings, newsletters and other means.
 - o Solicit in-kind donations from local businesses for volunteer projects.
- Oversee administration of volunteer recordkeeping - volunteer agreements, agreement log, volunteer files, event sign-up sheets.
 - o Serve as primary administrator of USFS and BLM volunteer data in online databases (post and manage opportunities).
 - o Compile fiscal year volunteer data and submit volunteer and partnership report for all VOC projects and programs annually.
- Pursue and help secure through grant writing and other means alternative funding opportunities to support ongoing development of the USFS and BLM partnership and volunteer program.
- San Luis Valley tool and gear cache management
 - o Pursue funds to purchase tools as needed
 - o Maintain tools and other equipment as needed throughout the season
 - o Manage and coordinate tool check out procedures with local stewardship and stakeholder groups

Attendance at evening meetings and assigned project weekends and site visits across Colorado are required as part of this job. This is an exempt position, no overtime will be paid, so job hours are flexible according to the requirements of the schedule.

Qualifications

Education and Previous Experience:

- Requires Bachelor's degree in a related field or at least 2 years of professional experience in programmatic management.
- Requires valid wilderness first responder, including CPR certification, or ability to complete certifications before the employee's first managed project in the field.
- Requires 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.
- Requires demonstrated experience in planning, organizing, and implementing a project from conception.
- Requires excellent people skills, customer service orientation and cultural diversity skills.
- Requires ability to self-initiate and self-direct workflow, as well as a person comfortable working with a team to achieve goals. Outstanding time management and organizational skills.
- Requires a team player with initiative, determination, flexibility and a sense of humor that is looking for an opportunity to have impact in the growing citizen environmental stewardship movement while continuing to learn, grow and develop as a professional.
- Requires commitment to civic engagement in preserving our natural and cultural resources and to building a diverse pool of volunteers.
- Requires computer literacy, including word processing, data base management, and internet use; knowledge of web-based data systems.

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 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 "San Luis Valley Volunteer and Partnership Coordinator" 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.

Applications must be received by January 10th, 2021. Ideal start date is Monday March 1st, 2021.

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. This is an exempt position with a starting annualized salary range of \$41,000 - \$44,000.

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