

Seasonal Project Manager

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. Our vision is to foster within every Coloradan a passion for and commitment to caring for the outdoors. To do this, we engage thousands of adult and youth volunteers annually in building and maintaining trails, creating healthy environments for plants and wildlife through native species plantings and invasive weed control, planting trees and gardens in parks and open spaces, and restoring fire- and flood-damaged lands – all across the state. Since 1984, VOC has engaged more than 110,000 people to get involved in and become inspired to care for Colorado – a total donated labor value of nearly \$22 million. For more information on the organization, please visit our website at www.voc.org

Position Overview

This Seasonal Project Manager is a full-time, term limited, non-exempt position that reports to VOC's Senior Projects and Trainings Manager. This position works within the VOC program team and closely with two other project managers to provide professional project management, logistical support and volunteer leadership coordination on VOC volunteer projects administratively 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, volunteers, donors, etc.
- 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 MANAGEMENT

- Lead a portfolio of assigned volunteer stewardship projects including:
 - o Facilitating communications and planning with land managers and other partner organizations
 - o Coordinating volunteer project team through VOC's project planning process
 - o Providing staff leadership at projects
 - o Preparing and sending pre-and-post project volunteer communications for assigned projects
 - o Managing logistical requirements of assigned projects
- Participate with program team on outreach to prospective volunteers and groups, especially volunteer leadership recruitment
- Accurately compile project data and volunteer records

- Acquire in-kind donations for projects and accurately track donation documentation and expenses per project
- 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

- Assist as needed in managing VOC's operations center to ensure tool and food resources are available for all projects
- Assist as needed in effectively managing VOC's vehicle fleet to ensure vehicles are running well at all times
- Work collaboratively with development team to promote membership and other fundraising efforts on projects
- 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
- 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 or other outdoor stewardship projects
- Requires minimum of basic first aid/CPR certification, wilderness first aid preferred or ability to complete certification in first 30 days of employment.
- 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 Project Managers 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 and include "Seasonal Project Manager" in the subject line. No Phone Calls.

Applications must be received by 5pm on Feb. 2nd, 2018.

Term of Employment

Start Date: April 19th, 2018

End Date: Oct. 16th, 2018

Compensation:

Wage Range: \$15.00-\$17.00 per hour

- 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, and paid holidays during term of employment

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