



WILDLANDS RESTORATION VOLUNTEERS JOB ANNOUNCEMENT

**Please
Post and
Distribute**

- Title of Position:** Seasonal Restoration Project Coordinators
- Positions Available:** Two
- Status:** Flexible from full-time to half-time
- Term:** Flexible from full season (March through October) to summer only (May through August); exact start/end dates negotiable
- Location:** These positions may be based out of WRV's offices in Boulder or Fort Collins
- Job Announcement Date:** Jan. 15, 2019

Wildlands Restoration Volunteers seeks two or possibly more individuals who are passionate about WRV's mission to serve as Seasonal Restoration Project Coordinators. These positions lead or assist with ecological restoration projects in one or more of our seven program areas (Wildlands Restoration, Native Seeds, Invasive Weeds, Vital Rivers, Healthy Forests, Sustainable Trails, and Families & Youth), depending on experience and organizational needs. One of the positions to be filled will support at least in part the Trails Program.

As the Seasonal Restoration Project Coordinators will be joining a team of experienced ecological restoration practitioners, we are able to offer flexible arrangements to the right candidates in terms of hours per week, length of term, location, and areas of specialization. This position offers great learning opportunities, and several past seasonal employees have since secured year-round, full-time positions at WRV.

Required Skills:

- Natural resource background (Natural Resource Management, Ecology, Biology, Botany, Forestry, Hydrology or a related field)
- Project management skills
- Experience coordinating complex events
- Excellent written and verbal communication skills
- Strong teamwork skills
- Proficient with Windows & Office
- Willingness to work evenings/weekends as needed
- Able to balance multiple projects and deadlines
- Community-oriented, flexible, and reliable

Desired Skills:

- Experience with trail construction (required for at least one of the positions to be filled)
- Experience with ecological restoration or other forms of outdoor stewardship (invasive species, stream restoration, etc.)
- Experience working with youth and youth groups, including leadership development
- Multilingual and multicultural fluency highly preferred
- Experience with volunteer outreach and engagement
- Knowledge of native plant identification
- Qualified and experienced in use of chainsaw (S212 certification); strongly prefer Faller-B or equivalent qualification
- Ability to safely use trucks and trailers on uneven terrain. Experience with trailer safety, DOT laws, ATV and heavy equipment use is desirable.
- First aid/CPR certification or Wilderness First Aid

APPLICATION PROCESS:

Please email your resume and cover letter to kevin@wlr.org. Applications will be reviewed starting February 4th and will continue to be reviewed until the positions are filled. Applications will not be considered unless all three of the following questions are answered in the cover letter:

- Status for which you wish to be considered: 1) Full-Time, 2) Part-Time, 3) Both
- Term for which you wish to be considered: 1) Full Season, 2) Summer Season, 3) Both
- Location for which you wish to be considered: 1) Boulder, 2) Fort Collins, 3) Both

Compensation: WRV hourly compensation will be \$15-17 per hour, commensurate with experience.

About Wildlands Restoration Volunteers - WRV is a 501(c)(3) non-profit organization, based in Boulder, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,000 projects, with over \$10 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. Before applying for this position, we strongly recommend you visit our website at www.wlr.org.



WILDLANDS RESTORATION VOLUNTEERS

Seasonal Restoration Projects Coordinator

Job Description

The Seasonal Restoration Projects Coordinator helps WRV reach its goal of involving the public in the care of public, protected, and ecologically significant lands across Colorado. Depending on experience, this position will work within our trails or other restoration programs, managing a variety of projects for volunteers of all ages.

Below is a summary of specific responsibilities (percentages are approximate and change seasonally depending on the needs of the organization).

Restoration and/or Trails Project Management (80%)

WRV organizes over 100 restoration, trails and stewardship projects each year engaging thousands of volunteers. All program staff, including the Seasonal Project Coordinators, take a lead role in the effective planning and execution of these projects in a way that provides a safe, rewarding, and enlivening volunteer experience, while accomplishing tangible high-quality ecological goals. Projects range from short evening gatherings to large multi-day campouts and cover work that ranges from native seed collections, invasive species removal, trail construction, road obliteration, planting, seeding, stream bank revegetation and much more.

This position can plan on running about 5 projects individually as well as helping on a handful of others. Many projects occur on weekends or evenings and some require camping. A company vehicle or mileage reimbursement is provided. Depending on experience, this position will either focus on projects that restore habitat and degraded lands or will spend more time on projects that design and build sustainable trails.

This position will act as “WRV Staff Liaison” (WSL) or Assistant WSL to the volunteer project leadership team on their project. This role includes:

- Coordinating logistics and ensuring a safe, positive, and productive environment on all projects
- Recruiting volunteers and volunteer leaders
- Communicating with volunteers and conducting project-related outreach
- Coordinating with land management agencies to ensure technical needs are met
- Filling vacant volunteer team roles as needed

Project Support (20%)

This role will also serve as support for other project and non-project activities. This includes:

- Maintaining contact information for volunteers and partners in the WRV database
- Managing photos and videos from events for use as marketing materials
- Administering release forms and maintaining documentation of volunteer participation
- General administrative support

Physical Demands:

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with youth, volunteers, sponsors, and clients on a daily basis
- Able to work for long periods of time without break
- Ability to sit at a desk for long periods of time
- Must be able to lift a minimum of 50lbs
- Must have a current and valid driver's license and auto for transportation
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.