



WILDLANDS RESTORATION VOLUNTEERS JOB ANNOUNCEMENT

**Please
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Distribute**

Title of Position: Seasonal Restoration Project Coordinators

Positions Available: Two

Status: Full-Time (negotiable)

Start Date: May 1 (negotiable)

End Date: September 30 to October 30 (negotiable)

Locations: Fort Collins, CO and Boulder/Longmont, CO

Job Announcement Date: Jan. 15, 2020 (revised Feb. 11, 2020)

Wildlands Restoration Volunteers seeks two 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 (Natural Habitats, Vital Rivers, Native Seeds, Invasive Weeds, Healthy Forests, Sustainable Trails, and Families & Youth), depending on experience and organizational needs. One position will be based in WRV's Fort Collins office, and one position will be based in WRV's Boulder County headquarters (scheduled to move from our longtime location in Boulder to a newly purchased property in Longmont during 2020).

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
- 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
- Qualified and experienced in crosscut saw
- 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, Wilderness First Aid, or Wilderness First Responder certification

APPLICATION PROCESS:

Please email your resume and cover letter to kevin@wlr.org. Applications will be reviewed starting February 11th and will continue to be reviewed until the positions are filled.

Compensation: WRV hourly compensation will be \$17 per hour.

About Wildlands Restoration Volunteers - WRV is a 501(c)(3) non-profit organization, based in Boulder and Fort Collins, 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 1,250 projects, with over \$13 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 Project Coordinators

Job Description

The Seasonal Restoration Project Coordinators help WRV reach its goal of involving the public in the care of public, protected, and ecologically significant lands across Colorado. Depending on experience, these individuals work across multiple 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 Project Management (80%)

WRV organizes over 125 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 10-14 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.

This position will act as “WRV Staff Liaison” (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
- 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.