



WILDLANDS RESTORATION VOLUNTEERS JOB ANNOUNCEMENT

**Please
Post and
Distribute**

Title of Position: Youth and Family Projects Coordinator

Status: Seasonal, Full-Time (preferences for Part-Time can also be considered)

Available Start Dates: March 15 to April 1

Available End Dates: September 30 to November 15

Locations: Longmont, CO

Job Announcement Date: Jan. 12, 2021

Wildlands Restoration Volunteers seeks a bilingual Youth and Family Projects Coordinator who is passionate about WRV's mission to heal the land and build community. This position will support WRV's Youth and Family Program in engaging the next generation of environmental stewards; this position will also support implementation of our Equity and Inclusion Initiative, including engaging the Hispanic/Latinx community with a focus on Longmont.

The Youth and Family Projects Coordinator will support a year-round team of experienced staff and will be aided by a large corps of dedicated and inspiring volunteer leaders. Experience with environmental education and ecological restoration is a plus, but on-the-job learning in restoration skills and techniques is also possible. Leadership and technical training opportunities are provided, and staff may shadow on additional projects that are of interest to them in order to gain additional knowledge and experience.

Required Skills:

- Experience working with youth and youth groups, including leadership development
- Fluency in Spanish
- Experience working with people in nature
- Experience working and building relationships with diverse communities
- Project management skills
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends as needed
- Able to balance multiple projects and deadlines
- Willingness to communicate and follow COVID-19 and other safety precautions

Desired Skills:

- Natural resource background (such as Ecology, Biology, Botany, Forestry, Hydrology, Natural Resource Management, Landscaping, Horticulture, Agriculture, or related fields)
- Experience with environmental or outdoor education
- Experience with habitat restoration, trail construction, or other forms of outdoor stewardship
- Experience coordinating complex events
- Experience with volunteer engagement or group leadership
- Knowledge of native plant identification
- Ability to safely use trucks and trailers on uneven terrain. Experience with trailer safety, DOT laws, ATVs and use of heavy equipment.
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification

APPLICATION PROCESS:

Please email your resume and cover letter to jobs@wlr.org. Applications will be reviewed starting February 1st and will continue to be reviewed until all 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/Longmont 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 1,350 projects, with over \$14 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. WRV is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. Before applying for this position, we strongly recommend you visit our website at www.wlrv.org.

Inclusiveness Statement: WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply.



WILDLANDS RESTORATION VOLUNTEERS

Youth and Family Projects Coordinator

Job Description

The Youth and Family Projects Coordinator will help WRV reach its goal of inspiring the next generation of land stewards. Our Youth and Family Program partners with local groups, schools, and community organizations to provide education, leadership training, and stewardship activities. In addition, this position will support WRV's focus on providing programming that is accessible and inclusive for diverse communities, particularly our Hispanic/Latinx volunteers.

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 150 restoration, trails and stewardship projects each year engaging thousands of volunteers, and our Youth and Family Program engages nearly 1,000 youth in over 40 projects each year.

As the Youth and Family Projects Coordinator, you will take a lead role in the effective planning and execution of a portfolio of assigned projects, under the direction of WRV's Youth and Inclusiveness Program Director. You will be responsible for carrying out these projects in a way that provides a safe, rewarding, and enlivening volunteer experience, while accomplishing tangible high-quality ecological goals. Your role will involve engaging diverse communities in restoration and stewardship activities, such as planting, invasive species removal, seeding, and more.

WRV projects range from short weekday events to large multi-day campouts, although the majority of Youth and Family events will be half-day projects and will occur along the Colorado Front Range. This position can plan on running 12-15 projects for youth and families, as well as helping on a handful of others. Many projects occur on weekends. A company vehicle or mileage reimbursement is provided, as is food or a per diem.

This position will act as "WRV Staff Liaison" (WSL, pronounced "whistle") to the volunteer project leadership team on their project. This role includes:

- Coordinating logistics and ensuring a safe, positive, and productive environment
- Communicating with volunteers and conducting project-related outreach
- Facilitating and supporting field-based educational activities for youth and families
- Coordinating with land management agencies to ensure technical needs are met
- Filling vacant volunteer team roles as needed
- Additional activities as appropriate, such as curriculum development, community outreach, and partnership building

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

- Carrying out assigned “bundled tasks” that support the smooth running of WRV’s entire slate of season projects
- General administrative and/or facilities support

Physical Demands:

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with volunteers, youth, and agency personnel 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

Wildlands Restoration Volunteers is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply.

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.