

SEASONAL PROJECT COORDINATORS WILDLANDS RESTORATION VOLUNTEERS



Status: Full-Time (preferences for part-time can also be considered)
Term Start Date: March 1 to April 25 (flexible)
Term End Date: September 30 to October 31 (flexible)
Location: Fort Collins or Longmont, CO (partial remote)
Job Announcement Date : Dec 9, 2023

Wildlands Restoration Volunteers seeks multiple individuals who are passionate about WRV's mission to heal the land and build community to join our team for the 2024 season. At least one Project Coordinator hired for the season should have Trails experience (or sufficient interest and background to quickly gain the necessary skills with on-the-job training and mentoring), and at least one should be Bilingual in Spanish (see separate Seasonal Bilingual Project Coordinator job posting). Individuals interested in leading projects in WRV's other restoration program areas (Natural Habitats, Plants & Pollinators, Vital Rivers, Healthy Forests, and Families & Youth) are also encouraged to apply.

This is a full-time, non-exempt, term-limited position with a hybrid remote/in-person schedule. There is flexibility for in-office days to be based either in WRV's Fort Collins or Longmont offices. Project Coordinators supplement a year-round Program Team of experienced staff and are aided by a large corps of dedicated and inspiring volunteer leaders. Leadership and technical training opportunities are provided, and staff may shadow on additional projects that are of interest in order to gain additional knowledge and experience.

REQUIRED SKILLS:

- Natural resource background or equivalent skills (previous work experience and/or a degree in Ecology, Biology, Botany, Watershed Science, Forestry, Natural Resource Management, Landscaping, Nurseries, Farming, Trails, Outdoor Education, Parks Management, or related fields)
- Project management skills
- Excellent written and verbal communication skills
- Strong teamwork skills
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends and travel occasionally in-state, as needed
- Able to balance multiple projects and deadlines
- Community-oriented, flexible, and reliable

DESIRED SKILLS:

- Experience with trail maintenance, trail construction, social trail closures, or construction of bridges, boardwalks or other structures (required for one position)
- Spanish speakers are **very highly encouraged** to apply (required for one position; see separate Seasonal Bilingual Project Coordinator job posting)
- Experience with habitat restoration or other forms of outdoor stewardship
- Knowledge of native and invasive plant identification
- Experience with volunteer engagement or group leadership
- Experience working with youth and youth groups, including leadership development
- Experience working with diverse populations
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification, or ability to obtain through training offered by WRV or its partners
- Qualified and experienced in chainsaw (S212 certification); prefer Faller-B or equivalent, or ability to obtain through training offered by WRV or its partners
- Qualified and experienced in crosscut saw, or ability to obtain through training offered by WRV or

its partners

- Ability to safely use trucks and trailers on uneven terrain. Experience with trailer safety, DOT laws, ATVs and use of power tools

WILDLANDS RESTORATION VOLUNTEERS

Seasonal Project Coordinator

Job Description

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 200 restoration, trails and stewardship projects each year engaging thousands of volunteers. As a Restoration Project Coordinator, you will take a lead role in the effective planning and execution of a portfolio of assigned projects, under the direction of one or more WRV Program Managers. 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.

Projects range from short weekday events to large multi-day campouts. Locations range from local areas in the northern Front Range to remote natural areas throughout Colorado. Work types range from native seed collections, invasive species removal, trail construction, trail corridor clearing, road obliteration, planting, seeding, mulching, stream bank revegetation, erosion control, forest thinning, post-wildfire restoration, various habitat enhancement techniques, 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, 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
- 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
- Carrying out assigned “bundled tasks” that support the smooth running of WRV’s entire slate of season projects
- General administrative support

APPLICATION PROCESS: Please email your resume and cover letter to jobs@wlr.org. Applications will be reviewed starting January 15th and will continue to be reviewed until all positions are filled.

COMPENSATION: WRV hourly compensation will be \$19-20 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. The position is eligible for holiday paid time off, paid sick leave, and SIMPLE IRA enrollment with up to a 3% company match. Additional benefits include discounted pro-deals and professional development opportunities.

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.wlr.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. We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers.

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.

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 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