



## WILDLANDS RESTORATION VOLUNTEERS JOB ANNOUNCEMENT

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**Title of Position:** Youth and Stewardship Projects Coordinator  
**Supervisor:** Youth and Inclusiveness Program Director  
**Status:** Full Time Seasonal Position (Mid-February to Mid-November)  
**Job Announcement Date:** Dec. 15, 2017      **Position Start Date:** mid-February

Wildlands Restoration Volunteers seeks a Youth and Stewardship Projects Coordinator who is passionate about empowering youth and WRV's mission. The Youth and Stewardship Projects Coordinator will help WRV reach our goal of inspiring the next generation of land stewards. Through our Youth Program we partner with diverse local groups to provide education, leadership training, and restoration programs, connecting youth with environmental education, community engagement and volunteerism. Our program provides meaningful experiences in nature for local youth, helping young people build a relationship with nature and the self-confidence and motivation to make an impact on their community. The Youth and Stewardship Projects Coordinator will support the development of our Youth Program by facilitating field-based volunteer stewardship projects, crafting hands-on educational experiences, training and empowering youth as leaders in the community, and ensuring that WRV remains an inclusive space for all. This position will also engage adult volunteers by managing stewardship and restoration projects for volunteers of all ages. As our programming continues to grow, expand, and develop new initiatives, we are seeking someone who can help maximize these opportunities.

### Required Skills:

- Bachelor's degree or higher in relevant discipline
- Experience working with youth and youth groups, including group facilitation and leadership development
- Natural resource and/or environmental education experience or background
- Demonstrated experience with or understanding of youth development and education
- Project management skills
- Experience coordinating complex events
- Excellent written and verbal communication skills and 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 work or ecological restoration highly preferred
- Multilingual and multicultural fluency highly preferred
- Other desired skills include:
  - Experience with volunteer outreach and recruitment
  - Experience with ecological restoration or other forms of outdoor stewardship (invasive species, stream restoration, etc.)
  - First aid/CPR certification or Wilderness First Aid



**APPLICATION PROCESS:**

Please fill out the online application as well as email your cover letter and resume to [rachel@wlr.org](mailto:rachel@wlr.org). Applications will not be considered until all three of the above are received. Applications will be reviewed starting January 15<sup>th</sup> and will continue to be reviewed until the position is filled.

**Application form available at:** <https://goo.gl/forms/CrPSbORln6F8JvmJ2>

**Compensation:** This is a full-time seasonal position, with approximately 20 hours per week spent on youth programming and 20 hours per week spent on other WRV restoration and/or trails programming (depending on experience). WRV hourly compensation will be \$14-17 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](http://www.wlr.org).





## **WILDLANDS RESTORATION VOLUNTEERS Youth & Stewardship Projects Coordinator Job Description**

The Youth & Stewardship Projects Coordinator helps WRV reach its goal of inspiring the next generation of land stewards. Our Youth Program partners with diverse local groups to provide education, leadership training, and restoration programs, connecting youth with environmental education, community engagement and volunteerism. In addition, this position will also work within our general restoration or trails program, depending on experience, managing a variety of projects for volunteers of all ages. The Youth & Stewardship Projects Coordinator is responsible for: Maintaining partnerships with community organizations; managing youth volunteer projects; implementing educational curricula for youth groups; supporting our Youth Leadership Program; managing restoration and/or trails projects for our broader volunteer community; conducting community outreach; and providing support to our land restoration and stewardship projects.

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

### **Youth Programming and Program Development (45%)**

WRV's Youth Program encompasses a variety of in-class and field-based programs, as well as leadership opportunities. Service learning experiences are a powerful way for youth to build a connection with their natural environment and community, while learning the importance of civic-engagement, making friends, meeting mentors, and gaining confidence, leadership skills, and scientific literacy. The Youth and Stewardship Projects Coordinator will:

- Manage and lead approximately 10-12 restoration projects with local schools, youth groups, and WRV youth leaders.
- Coordinate and facilitate lunch-time educational talks for youth groups.
- Implement evaluation and assessment after every project.
- Support and facilitate regular meetings of the Youth Leadership Program, a multi-tiered year-long leadership experience for high school students.
- Support and co-facilitate our High School Crew Leader Trainings, a 16-30 hour program teaching outdoor leadership and ecological restoration skills to teenagers.
- Recruit and coordinate adult volunteers and interns to help run youth projects.
- Work with economically and culturally diverse youth.
- Serve as a mentor and role model to youth participants.

### **Restoration and/or Trails Project Management (45%)**

WRV organizes over 100 restoration, trails and stewardship projects each year engaging thousands of volunteers. All program staff, including the 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. 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.

The Youth and Stewardship Projects Coordinator will act as “WRV Staff Liaison” (WSL) to the volunteer project leadership team on their project. This role includes:

- Coordinating logistics for restoration and/or trails projects 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 (10%)**

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 maintain 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.