

SEASONAL PROJECT COORDINATOR

WILDLANDS RESTORATION VOLUNTEERS



Status: Part-Time (can choose 24-32 hours/week)
Term Start Date: April 22 (flexible)
Term End Date: October 31 (flexible)
Location: Fort Collins or Longmont, CO (partial remote)
Job Announcement Date: March 5, 2025

Wildlands Restoration Volunteers seeks individuals who are passionate about WRV's mission to heal the land and build community to join our team for the 2025 season. Individuals interested should have a love of the outdoors and be ready to work with some of the most amazing volunteers in Colorado!

This is a part-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:

- Experience leading groups/crews
- Excellent written and verbal communication skills
- Strong teamwork skills
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends and travel in-state, as needed
- Community-oriented, flexible, and reliable

BONUS SKILLS:

- Qualified and experienced in chainsaw (S212 certification); prefer Faller-B or equivalent, or ability to obtain through training offered by WRV or its partners
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification (or a stipend provided toward the cost of obtaining certification through training offered by WRV or its partners)
- Spanish speakers are **very highly encouraged** to apply
- Experience with habitat restoration or other forms of outdoor stewardship
- Knowledge of native and invasive plant identification
- Experience working with youth and youth groups, including leadership development
- Experience working with diverse populations
- Experience with trail maintenance, trail construction, social trail closures, or construction of bridges, boardwalks or other structures
- Ability to safely use trucks and trailers on uneven terrain; experience with trailer safety, DOT laws, ATVs and use of power tools

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Seasonal Project Coordinator

Job Description

Seasonal 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

WRV organizes over 200 restoration, trails and stewardship projects each year engaging thousands of volunteers. As a Seasonal 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 day 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 assisting 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

APPLICATION PROCESS: Please email your resume and cover letter to jobs@wrv.org. Interviews will begin March 27 and will continue until the position is filled.

COMPENSATION: WRV hourly compensation will be \$20 per hour. This is a non-exempt position. The position is eligible for holiday paid time off and paid sick leave. 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.wrv.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