

## **EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING**

**POSITION TITLE:** Volunteer Coordinator  
**Classification:** Part Time / Non-Exempt  
**Reports to:** Program Manager  
**Compensation:** DOE with a range of \$13 - \$15 / hour  
**Application deadline:** Open until filled

### **POSITION SUMMARY**

Get Outdoors Nevada is a 501 (c) 3 non-profit organization that works to connect the community to Southern Nevada's special outdoor places. We envision a community that can discover, experience, and connect to Southern Nevada's trails, urban parks, and public lands. In this capacity we undertake a variety of volunteer and education projects that improve the health, connectedness, and relevance of Southern Nevada's outdoor spaces.

The Volunteer Coordinator works under the direction of the Program Manager and Program Director to support planning, implementation, and delivery of volunteer programs, outreach activities, and special events. This is a part-time, hourly position, with a varying hourly amount dependent on season. Hours will vary from 6 to 10 hours per week. Additional hours are dependent on special projects. Saturday and Sunday availability is necessary for this position.

### **RESPONSIBILITIES**

#### **Coordination of Programs and Events (75%)**

- Plan and coordinate volunteer events, including pre-event supply management, volunteer management, and public communication. Drive company truck and trailer to events when needed. Occasionally utilize personal vehicle for events.
- Accurately record and maintain program statistics and outreach contacts in databases, summary reports, photographs, digital and hard files
- Manage inventory of program related materials. This may include purchasing supplies needed before an event.
- Maintain online calendar of events
- Assist with recruitment, coordination and scheduling of volunteers

#### **General Administration (25%)**

- Provide administrative support for programs and related activities
- Maintain neat and orderly workspace and common work areas
- Other duties as assigned

### **QUALIFICATIONS**

The Volunteer Coordinator must be experienced in multitasking and prioritizing workflow in order to meet required program deadlines. The ideal candidate will have a positive, energetic attitude combined with effective, professional organization and communication skills, and be accustomed to working in a mission driven, team environment.

In order to ensure excellent support for events, it is required that candidate have excellent time management, punctuality, attendance, reliability, organization and preparation skills.

### **ESSENTIAL REQUIREMENTS**

- Experience in project management, volunteer management or environmental education
- While the weekly schedule is flexible, the ability to work Saturdays is a must
- Ability to work occasional Sundays and evenings
- Ability to meet routine physical requirements of the position (sitting, standing, walking, lifting and carrying up to 35 lbs)
- Ability to work with diverse, including at-risk audiences
- Ability to communicate with a high level of professionalism
- Ability to clearly address and manage large groups of participants
- Comfort in working for extended periods in outdoor settings
- Eligible candidates must have reliable transportation for local travel to activities, meetings and events and the ability to provide proof of insurance, if applicable.
- Eligible candidates must have a clean driving record, current driver's license, and the ability to clear a background check.
- Knowledge of standard office machines and technology: computers, printers, copier, fax, phones, etc. Proficiency in MS Word, Excel, database management, and internet use

### **PREFERRED SKILLS AND ABILITIES**

- Bilingual in English and Spanish
- Experience in using volunteer database management
- Experience in Community Awareness activity planning and social media communications

### **APPLICATION INSTRUCTIONS:**

Submit a letter of interest, along with a current resume and at least one professional reference with the subject "Volunteer Coordinator Application" to [jobs@getoutdoorsnevada.org](mailto:jobs@getoutdoorsnevada.org). All email attachments must be in MS Word or PDF format. Please do not call for additional information. Email only.

Qualified candidates will be invited to complete an employment application and participate in an interview with current team members. Additional supporting documentation of applicant's experience may be requested at that time.

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