Employment Opportunity – Immediate Opening
Position title: Volunteer Program Coordinator
Classification: Part Time / Non-Exempt
Reports to: Volunteer Program Management Team
Compensation: starting at $16.25/ hour
Application deadline: Open until filled, multiple positions available

Position Description Founded in 2000 and incorporated in 2009, Get Outdoors Nevada is a private, non-profit serving communities, residents and visitors in Nevada. At Get Outdoors Nevada, we believe that everyone should have access to, benefit from, and care for the outdoors. We aim to connect people of all backgrounds and ages to the outdoors by providing opportunities to learn about and care for our urban and natural outdoor spaces.

Our organization values a diverse workforce and our team shares the firm conviction that diversity at all levels is critical to our success in fostering a community in which everyone has the ability to discover, experience and connect to our state's diverse outdoor places. We believe in nurturing individual strengths which drive collaboration that sustains a supportive and inclusive work environment where all voices are heard.

Volunteer Program Coordinators work under the direction of the Volunteer Program Director to lead in-person trails and park stewardship programs, outreach activities, and interpretive tables to diverse audiences, including youth. These programs are designed to generate knowledge and awareness of the local trails and park systems, increase interest in science and nature, foster community connection, and develop stewardship behaviors. This is a part-time, hourly position, with a requirement of 24 hours per week.

Responsibilities

Program Delivery and Events (65%)

- Lead and coordinate volunteer park and trail cleanup events, including pre-event management, volunteer management, public communication, and post event management.
- Assist with recruitment, coordination and scheduling of volunteers through the private group scheduler.
- Coordinate and host interpretative tables at community events.
- Create social media posts and content representative of the Volunteer Department as coordinated and scheduled with Social Media Strategist.
- Assist with education programs one shift each week. This includes programming in both indoor and outdoor settings.
- Help maintain relationships with collaborators and partner organizations.

General Administration (25%)

- Provide administrative support for programs and related activities.
- Input program statistics and help maintain database, summary reports, photographs, digital and hard files.
- Organize, inventory and maintain volunteer program materials.
- Maintain neat and orderly workspace and common work areas.
- Other duties as assigned.

Career Building and Professional Development Opportunities (10%)

- Participate in departmental, organization-wide, and individual professional growth opportunities.

- Work in a collaborative environment that fosters professional development, including regular check-ins to support professional growth and success with job responsibilities.
- Gain expertise, knowledge, and experience outreach events within the community.

Qualifications
The ideal candidate will have a positive 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 candidates have excellent time management, punctuality, attendance, reliability, organization and preparation skills. To be considered for employment, candidates must provide proof of COVID-19 vaccination (two doses + booster).

Essential Skills
You must be able to demonstrate that you have experience (not necessarily job related) not limited to the following competencies: (1) Attention to Detail (2) Interpersonal Communication (3) Problem Solving .While the weekly schedule is flexible, the ability to work Saturdays is a must.

- Ability to meet routine physical requirements of the position including sitting, standing, walking, lifting, carrying up to 35 lbs., and working for extended periods in outdoor settings.
- Ability to work with diverse audiences.
- Ability to clearly address and manage large groups of participants.
- Eligible candidates must be consistently timely and professional as a representative of GON.
- Eligible candidates must have reliable transportation for local travel to meetings and events as well as the ability to provide proof of insurance, if applicable.
- Eligible candidates must have a clean driving record, a 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, Google Suite, database management, and internet use.
- Experience with social media communication.

Helpful Skills

- Bilingual in English and Spanish.
- Experience working with youth groups.
- Experience in using volunteer database management.
- Experience in community awareness activity planning.
- Experience with recording, editing, and creating multimedia products.
- Practice cultural competence awareness.

Application instructions:
Submit a letter of interest, along with a current resume and at least two professional references with the subject "Volunteer Coordinator Application" to 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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Get Outdoors Nevada is an equal opportunity employer that recognizes each person is an individual, and does not discriminate against applicants or employees on the basis of ethnicity, gender, color, religion, national origin, sexual orientation, ancestry, age, physical or mental disability, medical condition, pregnancy, marital status, or military status.