

EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING

Position Title: Volunteer & Native Habitat Program Coordinator

Classification: Part-Time Seasonal/ Hourly / Non-Exempt

Reports to: Volunteer Program Manager

Compensation: DOE with a range of \$16 - \$17.50 / hour

Application deadline: Open Until Filled

Get Outdoors Nevada (GON) is a 501(c)(3) nonprofit organization dedicated to providing environmental education, volunteer, and outreach services to our Southern Nevada community. Our mission is to connect people of all ages and backgrounds to the outdoors by offering opportunities to experience, learn about, and care for our natural and urban outdoor spaces. At GON, we envision a community where all Nevadans feel welcome, benefit from, and take pride in caring for outdoor spaces.

Position Description

The Volunteer & Native Habitat Program Coordinator works under the direction of the Volunteer Program Manager to lead in-person volunteer events and support urban restoration initiatives. Responsibilities include park and trail cleanups, tree plantings, outreach activities, and staffing interpretive tables. This position may also play a key role in establishing and maintaining the Native Habitat Program's learning gardens located at various Clark County School District sites while integrating environmental science and sustainability to support hands-on gardening experiences in the outdoors.

The coordinator will also work across Clark County to restore urban areas while fostering ecological literacy, native plant conservation, and climate resilience in school-based and community-based programs and events. The coordinator will instruct and guide volunteers and students in transplanting native plants, setting up and maintaining irrigation systems, preparing soil, pruning, and harvesting seeds. They will also lead habitat restoration efforts, including constructing plant protection barriers and managing invasive species. These programs aim to increase public awareness of local park and trail systems, inspire community engagement, and cultivate a culture of environmental stewardship rooted in pride-of-place through Southern Nevada's special outdoor places.

This is a part-time seasonal, hourly position, with a minimum of 8 hours and a maximum of 24 hours per week.

Responsibilities

Program Delivery and Events (85%)

- Coordinate, execute, and lead volunteer events and projects such as park and trail cleanups and tree plantings while ensuring smooth logistics, engagement, communication, and media documentation.
- Coordinate, execute, and lead ecological restoration and special gardening projects through our Native Habitat program, with a focus on both school-based and community-based audiences.
- Educate and engage youth (Grades K-12) and community members on native plants, pollinators, sustainable gardening, and urban native habitat restoration through interactive workshops and hands-on experiences.
- Perform physical tasks, including digging, planting, carrying soil, setting up irrigation, and constructing plant protection barriers.
- Lead interactive workshops on native gardening, seed harvesting, and habitat care while training and supporting volunteers in hands-on tasks such as transplanting, irrigation setup, soil preparation, and pruning.
- Represent GON at community events by staffing interpretive outreach tables.

General Administration (15%)

- Track program statistics and event data as directed by the manager.
- Organize and maintain program materials, tools, and supplies.
- Assist in inventory management, ensuring tools and materials are in good condition.
- Maintain neat and orderly workspace and common work areas.
- Perform other duties as assigned.

Qualifications

The ideal candidate is outgoing, energetic, and enthusiastic, with strong public speaking and presentation skills to engage large groups of volunteers. They should be passionate about volunteering, environmental stewardship, and habitat restoration and thrive in a team-oriented, community-focused setting.

This role is best suited for someone who enjoys working outdoors, leading educational activities, and guiding volunteers in native habitat projects. The candidate should be comfortable teaching and implementing gardening techniques, including planting and maintaining native gardens, setting up irrigation, removing invasive species, and supporting pollinator-friendly landscapes while ensuring a welcoming and engaging experience for all participants.

Essential Requirements

- Availability on Fridays and Saturdays is required.
- Strong public speaking and presentation skills.
- Ability to perform manual labor, including digging, lifting, bending, and working in various outdoor conditions and other routine physical demands (sitting, standing, walking, lifting, and carrying up to 45 lbs).
- Ability to engage with a wide range of audiences and create a welcoming environment.
- Team-oriented and proactive communication, with strong collaboration and organizational skills.
- Interest in environmental science, sustainability, or ecological restoration, particularly related to native plants and habitat conservation.
- Detail-oriented, punctual, and professional in event facilitation.
- Ability to take quality photos and videos of programs as needed.
- Reliable transportation for local travel (mileage reimbursed at the federal rate).
- Valid driver's license and ability to pass a background check.
- Proficiency in Google Suite and familiarity with basic office equipment (printers, copiers, phones, etc.).
- Comfort working outdoors in various park and trail environments across Clark County, Nevada.

Preferred Skills and Abilities

- Availability on Tuesdays and Thursdays as needed (with advance notice).
- Experience presenting to or engaging large audiences (up to 100+ participants).
- Background or experience in environmental education, interpretation, or program delivery.
- Experience in gardening, native landscaping, or habitat restoration, with skills in soil preparation, planting, pruning, irrigation setup, and sustainable garden maintenance.
- Experience applying environmental science principles to hands-on projects such as habitat restoration, gardening, or urban greening initiatives.
- Bilingual in English and Spanish (highly desirable).

Application Instructions

To apply, submit the following via email to jobs@getoutdoorsnevada.org with the subject line "Volunteer & Native Habitat Program Coordinator":

- A brief cover letter detailing your interest and qualifications.
- A current resume.
- Contact information for at least two professional references.

Attachments must be in MS Word or PDF format. Please do not call for additional information—email inquiries only.

Qualified candidates will complete an employment application and interview with GON team members. Additional supporting documentation may be requested.

Don't meet every single requirement? Studies show that women and people of color are less likely to apply unless they meet every qualification. At GON, we are committed to building a workplace that welcomes people from all backgrounds and experiences. If you are excited about this role but don't match every qualification, we encourage you to apply—you may be the right candidate!

Get Outdoors Nevada is an Equal Opportunity Employer and does not discriminate based on ethnicity, gender, color, religion, national origin, sexual orientation, ancestry, age, physical or mental disability, medical condition, pregnancy, marital status, or military status.