EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING

Position Title: Stewardship Program Coordinator

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

Reports to: Director of Programs (with program-specific direction from the Native Habitat Operations Manager for Native Habitat-focused work)

Compensation: DOE with a range of $16.00 – $18.00 / hour. Eligible to enroll in the organization's 401(k) plan.

Application deadline: end of day Sunday, August 23, 2026

Position Description

Get Outdoors Nevada (GON) is a Southern Nevada nonprofit organization celebrating its 25th anniversary in 2025–2026. Founded in 2000, GON connects Nevadans to the outdoors through stewardship, conservation, outdoor education, and community engagement. We are the official nonprofit partner for Lake Mead National Recreation Area, a champion of the Vegas Valley Rim Trail, and the organization that gives thousands of Nevada's children — especially those with limited access — their first real experience of the natural world.

We are a lean, mission-driven team of approximately eight staff members operating on a budget of just over $1 million annually. This is a hands-on organization where every team member's contribution is visible and valued.

This role also serves as the Coordinator for both of GON's public-facing stewardship-based programs. During both volunteer and native habitat events, the coordinator will lead hands-on learning opportunities for community members of all ages to connect with the Mojave Desert at sites all across Clark County through a variety of activities, including but not limited to: litter removal, transplanting native plants, planting trees, setting up irrigation systems, harvesting seeds, and graffiti removal.

This is a part-time, seasonal, hourly position, with a minimum of 8 hours during the off-season (June–August) and a maximum of 24 hours per week during the program season (September–May).

Responsibilities

Program Delivery and Events (85%)

- Coordinate, execute, and lead volunteer events and native habitat projects such as park and trail cleanups, tree plantings, and habitat installations while ensuring smooth logistics, engagement, communication, and media documentation.
- Support planning, setup, and facilitation of volunteer events and native habitat projects, including transplanting, irrigation setup, soil preparation, pruning, seed harvesting, and invasive species removal.
- Assist with the maintenance of the existing native habitat sites throughout Clark County (currently nine).
- Perform physical tasks, including digging, planting, carrying soil, setting up irrigation, and constructing plant protection barriers.
- Educate youth (K-12) or community members on native gardening, seed harvesting, and habitat care while training and supporting volunteers in hands-on tasks (e.g. transplanting, irrigation setup, soil preparation, and pruning) or interactive workshops.
- Represent GON at community events by staffing outreach tables, sharing the GON story, and building relationships with partners and other stakeholders.
- Capture photos and short videos of programs and events, as directed.

General Administration (15%)

- Track program statistics, attendance, volunteer hours, 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.
- Participate in required staff training, meetings, and onboarding activities.
- 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 and thrive in a team-oriented, community-focused setting. Additionally, they should be passionate about volunteering, environmental stewardship, and supporting ecological literacy.

This role is best suited for someone who enjoys working outdoors, leading educational activities, and guiding volunteers in hands-on projects 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; comfort speaking to small to large-sized groups.
- Ability to perform manual labor, including digging, lifting, bending, kneeling, standing for extended periods, and working in various outdoor conditions and other routine physical demands (sitting, standing, walking, lifting, and carrying up to 50 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.
- Detail-oriented, punctual, and professional in event facilitation.
- Adaptable, solution oriented, and comfortable with decision-making in the field.
- 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 Workspace/Suite and familiarity with basic office equipment (printers, copiers, phones, etc.).
- Comfort working outdoors in various park, trail, and school environments across Clark County, Nevada.

Preferred Skills and Abilities

- Bilingual in English and Spanish (highly desirable).
- 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.
- Experience applying environmental science principles to hands-on projects such as habitat restoration, gardening, or urban greening initiatives.

Benefits Include

- 401(k) retirement match up to 3%.
- Technology use and mileage reimbursement.
- Hybrid work schedule, highly dependent upon event schedule.
- Professional development allowance.

Application Instructions

To apply, submit the following via email to info@getoutdoorsnevada.org with the subject line “Stewardship 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.