



## **Roaring Fork Outdoor Volunteers Field Coordinator Position Announcement**

<b>Position Title:</b>	Field Coordinator
<b>Position Type:</b>	6 month contract position (mid-April to mid-October)
<b>Location:</b>	Basalt, Colorado - RFOV offices
<b>Compensation</b>	\$3,000-\$3,800 a month, commensurate with experience. Benefits include health insurance stipend, paid time off, mileage reimbursement, paid vacation.
<b>Reports To:</b>	RFOV Program Manager

Roaring Fork Outdoor Volunteers (RFOV) is a non-profit organization with a mission to promote stewardship of our public lands by engaging our community in education, restoration and conservation projects.

### **Position Description**

The Field Coordinator is responsible for overseeing the planning, coordination, and implementation of RFOV's field-based conservation and restoration projects. This position requires excellent planning, and leadership skills; independence and accountability in decision-making; organizational skills in logistics and time management; maintaining relationships with project partners and land managers; and a proven ability to educate, lead, and motivate people in backcountry and frontcountry settings. This position is 10% administrative and 90% field based, during the project season (May-October).

### **Specific Responsibilities**

#### Program management and operations:

- Oversee RFOV project locations and scope of work in the field under the direction of the Program Manager:
  - Assist in managing the list of RFOV work sites and scope of work for each project that could be places for Community Projects, Group Work Days, and Adopt a Trail.
  - Coordinate with RFOV Education Director to determine appropriate project sites and scope of work for Young Stewards Programming.
  - Evaluate and identify project challenges, pro-actively prescribe solutions and take independent action to correct items within the scope of approved plans.
  - Build positive, lasting relationships with all stakeholders.
- Oversee operations and implementation of all volunteer programs and projects
  - Supervise volunteer Crew Leaders and Project Ambassadors.

- Oversee all project logistics (determine human resources and equipment/materials needed to accomplish projects, coordinate travel, tool preparation; lining out project work sections, food for volunteers).
- Ensure project safety and practice effective risk management strategies.
- Serve as an expert (Technical Advisor) on technical trail construction or restoration/revegetation work and ensure that project work is being constructed to quality standards and timelines.
- Continually enhance expertise in trail and restoration techniques, crew management, and leadership.
- Ensure tools, project equipment and supplies are clean and in good working order. Manage the schedule of RFOV's vehicles effectively and ensure vehicles are running well at all times.
- If appropriate, help implement educational service-learning programs for youth.
- Oversee project reporting
  - Assist in reporting systems on progress and accomplishments of all projects and ensure consistency and clear communication internally among RFOV staff.
  - Assist in keeping all project notes and details as well as partnership information.

### Volunteer Coordination

- Work to enhance RFOV's volunteer program to increase recruitment, retention, and pathways for involvement
- Foster a positive, open, engaging, and motivating experience for volunteers.
- Educate volunteers in ecology and Leave No Trace principles.
- Assist in determining volunteer accolades and awards each season.
- Maintain positive relationships with current GWD and Adopt a Trail participants.

### **Desired Qualifications**

#### *Leadership*

- Exceptional capacity for managing and leading people. An excellent team builder who has experience in bringing a group of diverse individuals together for a common cause.
- Outdoor leadership, outdoor education, or environmental education experience.
- Experience working with youth outdoors or in other educational settings.
- A strong passion for and previous experience leading a diverse range of volunteers.
- Self-directed, highly motivated, reliable, with a result and solution oriented perspective, organized with an attention to detail, flexible with strong time-management skills.
- Excellent communication, motivational, and interpersonal skills applicable to a group outdoor setting.
- Strong belief in RFOV's mission.

#### *Management*

- Experience working for or with land management agencies.
- Excellent organizational, planning, and logistical skills.
- Ability to proactively solve problems, work independently, and be creative and resourceful.
- Professional verbal communication skills including a professional appearance and positive demeanor.
- Experience with data management (specifically Microsoft Excel and Google Sheets).
- Spanish Language ability is highly desirable.

### **All Applicants Must Have:**

- 3+ years trail building/maintenance experience with at least one year in a supervisory role, or trail building/maintenance experience with other relevant leadership experience.
- Practical knowledge of methods and techniques to design, layout and construct/reconstruct natural surface trails.

- The work requires regular and recurring physical exertion. The work projects may require hiking up to 10 miles per day at altitude, using heavy hand tools, extensive heavy stonework, and working and contributing as part of a team.
- Strong rock work experience (stairs, retaining walls, check dams, etc) as pertaining to trails.
- Ability to occasionally lift and/or move up to 50 pounds.
- Current valid driver's license and good driving record.
- Certification in either a) Wilderness First Aid and CPR, or b) Wilderness First Responder (or can achieve certification upon hire).
- A personal vehicle to get to project locations.
- Ability to pass a criminal background check.
- Adequate personal outdoor and hiking equipment.

### **Work Schedule**

The weekly work schedule will be variable with weekend and occasional evenings required and is based on a 40 hour work week though some weeks may exceed this during the busy season. Travel with a personal vehicle is required.

*Roaring Fork Outdoor Volunteers is an equal opportunity employer and encourages applications from people of all races, ages, sexual orientations, and ethnic and religious backgrounds.*

### **Application Deadline:**

### **How to Apply:**

**Send a resume, cover letter, three professional references by March 1, 2021 to:** Ron Rash, Executive Director by email at [rrash@rfov.org](mailto:rrash@rfov.org). Phone and email inquiries acceptable. Ideal start date is April 15th, 2021.

Organizational information can be found at [www.rfov.org](http://www.rfov.org).