

**Roaring Fork Outdoor Volunteers**  
**Program Manager**  
**Position Description**

<b>Position Title:</b>	Program Manager
<b>Position Type:</b>	Salaried exempt, .8 FTE-1 FTE
<b>Location:</b>	Basalt, Colorado - RFOV offices
<b>Compensation</b>	Salaried, commensurate with experience. Benefits include health insurance coverage, paid time off, mileage reimbursement, retirement plan.
<b>Reports To:</b>	RFOV Executive Director

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

**Position Description**

The Program Manager is responsible for overseeing the planning, coordination, implementation, and reporting for RFOV's field-based conservation and restoration projects. This position requires excellent managerial, planning, and leadership skills; independence and accountability in decision-making; organizational skills in logistics and time management; developing and adhering to project budgets; developing and maintaining relationships with project partners and land managers; grant and fundraising experience; and a proven ability to instruct, lead, and motivate people in backcountry and frontcountry settings. This position is 40% administrative and 60% field based, particularly during the project season (April-October).

**Specific Responsibilities**

Program management and operations:

- Oversee RFOV project locations and scope of work for each season:
  - Collaborate with land managers, organizations, and interest groups to identify projects, recruit groups, and implement RFOV's project goals on an annual basis. Build positive, lasting relationships with all stakeholders to ensure RFOV's continued growth.
  - Develop project proposals, scope of work, budgets and agreements with land manager partners.
  - Coordinate Project Selection Committee to select public projects for each season
  - Manage list of RFOV work sites and scope of work for each project that could be places for Group Work Day, Adopt a Trail, and Young Stewards programming.
  - Work with ED, Project Selection Committee, and RFOV staff to vet new and emerging projects during the season.
  - Evaluate and identify project challenges, pro-actively prescribe solutions and take independent action to correct items within the scope of approved plans.
  - Manage project and event schedule and provide regular updates to Communications and Outreach Coordinator about scheduling.
  - Coordinate with RFOV Education Director to determine appropriate project sites and scope of work for Young Stewards Programming.
- Oversee operations and implementation of all volunteer programs and projects
  - Supervise seasonal Field Coordinator(s) and paid and volunteer Crew Leaders and Project Ambassadors.

- Manage overall volunteer project budget and specific costs for each volunteer event.
- 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 on technical trail construction or restoration/revegetation work and ensure that project work is being constructed to established 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.
- Serve as a crew Leader on projects when necessary.
- Oversee project reporting
  - Manage reporting systems on progress and accomplishments of all projects and ensure consistency and clear communication internally among RFOV staff.
  - Write and disseminate end of season project reports and case studies.
  - Contribute to monthly reports for RFOV Board of Directors.
  - Maintain a database of all project notes and details as well as partnership information.

### Volunteer Coordination and Development

- Work to enhance RFOV's volunteer program to increase recruitment, retention, and pathways for involvement
- Ensure RFOV's volunteer programs are accessible and open to any age, ability, background and identity.
- Foster a positive, open, engaging, and motivating experience for volunteers.
- Manage the implementation of the annual field training program for staff and volunteers including: working with volunteer instructors, partner organizations, land managers and others to schedule and implement trainings; recruit prospective volunteer crew leaders, ambassadors and instructors; and manage the leadership development process to ensure RFOV has leaders in key positions to implement our full range of projects.
- Communicate with registered volunteers from pre-project details to post-project follow-up.
- Educate volunteers in ecology and Leave No Trace principles.
- Determine volunteer accolades and awards each season.
- Oversee Group Work Day and Adopt a Trail Program :
  - Maintain positive relationships with current GWD and Adopt a Trail participants
  - Actively recruit groups and organizations to participate in GWD and Adopt a Trail programs
  - Work to further develop this program as a source of revenue and increased volunteer participation

### Fundraising, Events, and Outreach

- Plan and coordinate Season Kick-off and End of Season parties
- Solicit in-kind donations for project and event related items.
- Assist with project related grants, funding requests, and grant reports.
- Assist with marketing, communication, and outreach efforts to increase volunteer recruitment.
  - Ensure photos and testimonials are captured for each project.
- Coordinate with Communication and Outreach Coordinator to ensure information about projects is accurately disseminated.
- Other duties as assigned - perform related duties as required for supporting and strengthening the mission and purpose of RFOV.

## **Desired Qualifications**

### *Technical/Physical*

- A degree from a four-year college or university in natural resource management, non-profit management, or a related field of study, or equivalent combination of education and experience.
- 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.

### *Leadership*

- Exceptional capacity for managing and leading people. A team builder who has experience in growing organizational capacity along with the ability to ensure staff accountability.
- 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 manage multiple tasks and delegate as necessary.
- Ability to proactively solve problems, work independently, and be creative and resourceful.
- Professional written and verbal communication skills including a professional appearance and positive demeanor.
- Experience with data management (specifically Microsoft excel and Google Sheets) and database systems (specifically Salesforce).
- Spanish Language ability is highly desirable.

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

- 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. 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 January 1, 2021 to:** Ron Rash, Executive Director, Roaring Fork Outdoor Volunteers, PO Box 1341, Basalt, CO 81621 or [rrash@rfov.org](mailto:rrash@rfov.org). Phone and email inquiries acceptable. Writing samples may be requested after an initial review of your application. Ideal start date is February 15th, 2021.

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