



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

<b>Position Title:</b>	Field Instructor
<b>Position Type:</b>	3-4 month seasonal position, full or part time
<b>Location:</b>	Basalt, Colorado - RFOV office and surrounding field locations
<b>Compensation</b>	Hourly \$17-\$22/hour commensurate with experience. Benefits for full time include paid time off, mileage reimbursement, \$350/month housing stipend, \$500 gear stipend and \$500 professional development stipends.
<b>Reports To:</b>	RFOV Program Director

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 Instructor is responsible for leading and supporting volunteers of all ages on stewardship projects and assisting with the pre- and post-project logistics. The Field Instructor will work with small group volunteer projects, youth education and service-learning days, and large public community volunteer projects in both a frontcountry and backcountry setting. This position requires a proven ability to educate, lead, and motivate people in outdoor settings; effective collaboration within a team setting; independence and accountability in decision-making and risk management; organizational skills in logistics and time management; and building positive relationships with project partners and volunteers.

### **Specific Responsibilities**

#### Program management and operations:

- Assist with operations and implementation of all stewardship programs and projects:
  - Support RFOV equipment and tool management: ensure tools, project equipment and supplies are clean and in good working order and regularly inventoried.
  - Assist with on-the-ground project logistics: coordinating travel, tool preparation, lining out project work sections, project implementation and wrap-up.
  - Ensure project safety and practice effective risk management strategies.
  - Continually enhance expertise in trail and restoration techniques, crew management, and leadership.
- Assist with project reporting
  - Accurately measure project metrics and use internal databases to record metrics.

- 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 and Management

- Support RFOV's volunteer programs to increase recruitment, retention, and pathways for involvement.
- Serve as a crew leader, overseeing 8-10 volunteers, on youth and adult volunteer projects and youth education programs.
- Work to create a diverse, inclusive, and equitable environment for volunteers.
- Ensure all RFOV volunteer programs foster a positive, educational, engaging, and motivating experience for volunteers.
- Assist in determining volunteer accolades and awards each season.

### **Desired Qualifications**

#### *Leadership*

- Demonstrated 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*

- 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.
- Computer skills and data management experience (specifically Microsoft Excel, Google Sheets, and Google Drive).
- Spanish language ability is highly desirable.

#### *Stewardship*

- Basic trail work and restoration skills, including trail building, trail maintenance, planting, seeding, and vegetation management.
- Introductory ecological and natural resource knowledge and ability to teach others about these topics.
- Ability to conduct stewardship work while following Leave No Trace principles.
- Willingness to learn about ecosystems and natural resources of the Roaring Fork Valley through self-driven research and education from RFOV staff, partners, and volunteers.

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

- Professional experience working with groups of youth and/or adults.
- 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.
- Ability to lift and/or move up to 50 pounds.
- Ability to work in potentially adverse weather conditions with a positive attitude.
- Current valid driver's license and good driving record.
- First Aid (ideally Wilderness First Aid) certification or the ability to complete certification upon hire.
- Ability to pass a criminal background check.

## **Work Schedule**

The weekly work schedule will be variable with regular weekends and occasional evenings and overnights required and is based on a 40 hour work week.

## **Application Deadline**

Applications will be accepted on a rolling basis, and we will begin reviewing applications on January 15, 2022.

## **How to Apply**

**Send a resume, cover letter, and contact information for three professional references to:** Melissa Daniels, Program Director by email at [mdaniels@rfov.org](mailto:mdaniels@rfov.org). Phone and email questions and inquiries acceptable: [mdaniels@rfov.org](mailto:mdaniels@rfov.org), 970-927-8241. Ideal start date is Monday, April 25, 2022. Attendance at two paid staff training sessions Mon April 25-Thu April 28 and Sat Apr 30-Sun May 1 is mandatory, but actual work start date is flexible within the two weeks after that, especially for students.

Your cover letter can address the following prompts:

- What is your experience leading both youth and adult volunteers in technical work?
- How have you developed your skills in educating youth and adults?
- How have you improved volunteer experiences in previous roles?
- What techniques and technologies have you used to measure and record project progress and information?
- What is your experience level with the following trail work techniques: rock steps, retaining walls, drainage structures (e.g., water bars, drainage dips), tread creation and maintenance, and trail design?
- Do you have any experience with restoration or fire mitigation techniques?

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