

**SAN JUAN MOUNTAINS ASSOCIATION
VOLUNTEER COORDINATOR
Job Description**

JOB SUMMARY: San Juan Mountains Association (SJMA) has long thrived because of our volunteers, and we are proud to be an organization known for its exemplary volunteer program. The Volunteer Coordinator, under the immediate supervision of the Associate Director, is responsible for managing all tasks related to volunteers, including recruiting, training, scheduling, retaining and honoring volunteers. Since all SJMA divisions (Education, Stewardship, Visitor Information, and Special Events) have volunteer opportunities, the Volunteer Coordinator will work closely with the departmental directors to recruit, train, and mobilize volunteers for an array of diverse projects.

LOCATION: SJMA is housed in the San Juan Public Lands Center in Durango, Colorado, but this position will be a combination of remote, on-site, and field. The position is classified as exempt "Regular Full-time"

HOURS: This is a full-time, permanent position. While the typical work week is Monday through Friday, 9:00 am to 5:00pm, this position often requires evening and weekend work.

KEY RESPONSIBILITIES:

- Oversee SJMA's volunteer program, ensuring compliance with SJMA policies, proper record keeping, and data collection.
- Recruit appropriate volunteers to fill requests from SJMA divisions and partners, including:
 - Education: work with the Education Director and team to recruit and assist in training volunteers who help with community education programs and interpretive events, school-based programs and after-school programs.
 - Stewardship: work with the Associate Director to recruit and train volunteer forest ambassadors, wilderness solitude monitors, Chicago Basin basecamp volunteers and others throughout SJMA's service area to leverage the capacity of SJMA's field crews.
 - Visitor Information: work with the Director of Visitor Information Services (VIS) to recruit and train volunteers who leverage the efforts of the VIS staff throughout SJMA's service area.
 - Special Events: work with the Director team to recruit and train volunteers for fundraising and community events, including the Christmas Trees for conservation fundraiser, the San Juan Mountain Jam, and other events as they arise.
- Manage volunteers' background screening, training, scheduling and reporting of hours, accomplishments.
- Further develop, maintain and implement the VolunteerLocal software system to easily and accurately track volunteer hours.
- Build strong community relationships with mission aligned organizations to enhance volunteer recruitment, with a special focus on Fort Lewis College, the Southern Ute and Ute Mountain Ute Tribes, and regional forest collaboratives.
- Lead volunteer trainings in conjunction with other staff and Forest Service employees to ensure highly qualified and performing volunteers.

- Provide general oversight to all volunteer service events as well as plan and implement appropriate events, activities, and projects which position SJMA as a desirable place for volunteer service.
- Develop and implement retention and recognition programs for volunteers, including awards, special notices, and annual appreciation events.
- Prepare reports on volunteer hours and successes, as requested by SJMA's board of directors, agency partners, and funders.
- Assist with special events that promote SJMA and public lands stewardship.
- Other duties as assigned.

QUALIFICATIONS:

- Extensive experience with volunteer and event coordination
- Demonstrated experience coordinating a variety of field projects
- Understanding the needs of a conservation education organization
- Excellent interpersonal skills with a friendly and personable affect
- Great organizational skills with attention to details
- Computer literacy, especially with Google Suites, Neon (CRM), Volunteer Local, and Microsoft applications, importing/exporting data files and working with spreadsheets
- Strong written and verbal communication skills
- Reliable and punctual
- Knowledge of Southwestern Colorado
- Fundraising and Membership development experience are preferred but not required

COMPENSATION PACKAGE: Starting salary will be between \$40,000 - \$45,000, depending on experience. Benefits include health insurance and a retirement plan. SJMA follows all federal holidays and provides a generous paid-time off policy.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree is required. Experience in the field is a plus.

A valid Colorado Driver's License is required, as well as a good driving record. A personal vehicle will be used on occasion and mileage reimbursed at a rate pursuant to organizational policy.

TO APPLY:

Anyone interested in the position should submit a resume and letter of interest demonstrating their qualifications. The letter of interest should succinctly describe the applicant's goals, suitability for the position, and other pertinent facts that may not appear in the resume. Applications received by January 23rd will be given priority.

No phone calls please. SJMA is an equal opportunity employer. Please send resumes and cover letters to jobs@sjma.org.

All offers of employment will be subject to satisfactory completion of a background check and drug test.

ABOUT SAN JUAN MOUNTAINS ASSOCIATION

Founded in 1988, the San Juan Mountains Association (SJMA), promotes the exploration and protection of public lands in Southwest Colorado through stewardship and conservation education for people of all ages.

EXPLORE: Through visitor information centers throughout the San Juan Mountain region, we provide guidance on where to go and how to enjoy the outdoors safely and responsibly.

LEARN: Through in-school lessons, field trips, summer camps, afterschool programs, interpretive hikes for adults and community events, we aim to inspire conservation ethics in all ages.

PROTECT: Through paid and volunteer stewardship programs, we help protect natural and cultural resources and encourage public lands visitors to minimize their impact.