

# FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.  
 Please type or paste responses directly into boxes, which will expand to fit.

**Organization name:** Volunteers for Outdoor Colorado

**Location (city/state):** Denver, CO

**Organization's website:** www.voc.org

**Yearlong Fellowship**  
 (June 2018-May 2019)

**Summer Fellowship**  
 (June-August 2018)

**Organization Mission/Goals (100 words or less):**

*May include a bulleted list of priorities or initiatives, in addition to mission statement.*

VOC's vision is to foster within every Coloradan a passion for and commitment to caring for the outdoors. Our mission is to motivate and enable people to be active stewards of Colorado's natural resources. For the next three years, we will focus on these three priorities:

- 1. Boots on the Ground Stewardship** - VOC recognizes that hands-on experience is the most powerful means of creating a caring public and VOC's volunteer projects will continue to be designed to do just that. Primacy will be given to the furtherance of VOC's public volunteer projects that foster both first- time and long-term volunteers.
- 2. Stewardship Innovation Tactics** – Focus on strengthening the capacity within partnering outdoor stewardship organizations (OSOs) and within land management agencies to actively carry out stewardship efforts.
- 3. OSO Coalition Building** - Change the conversation in the state to embrace stewardship as both a principle and a practice with a broader, more tactical, macro-level focus on funding and advocating for statewide stewardship.

**Title of PIFP Fellow:** Youth and Families Coordinator

**Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):**

The Youth and Families Coordinator will be responsible for coordinating and running our Middle School Play, Learn, Serve program, GOCO Inspire Program, Youth SWATs and other youth and family programs, as well as nurturing/strengthening existing partnerships. A primary focus area relates to recruiting for and running the youth projects that take place in largely Hispanic neighborhoods.

**Specific Responsibilities include:**

- Program development - 10%
- Managing logistical requirements of projects – 70%
  - Coordinating youth volunteer opportunities and project team members through a project planning process

- Facilitating communications with youth participants, parents, land managers, and other partner organizations
- Implementing the projects.
- Documenting results and tracking outcomes and impacts.
- Making necessary adjustments to meet program goals.
- Assist with the recruitment of volunteers, including effective target marketing, project segmentation, in-kind solicitation and developing volunteer communication strategies.- 10%
- Collaborating on community and state-wide youth-related outdoor initiatives – 5%
- Working with entire VOC staff on organizational strategic initiatives – 5%

**Qualifications sought in PIFP fellow (bulleted list; 50 words or less):**

Include **Required** and **Preferred** sections, if applicable.

**Education and previous experience:**

- College degree in any of the following or related fields: natural resources management, parks management, environmental studies, education, nonprofit or volunteer management.
- Experience working with young people.
- Experience working with volunteers preferred.

**Qualifications:**

- Excellent people skills and cultural diversity skills.
- Team player with initiative, flexibility and a sense of humor.
- Ability to lift 50 pounds.
- Willingness/ability to work weekends and evenings based on projects/meetings especially during the project season.
- Valid driver’s license/excellent motor vehicle record required.
- Criminal background check required.
- Minimum of basic first aid/CPR certification, or wilderness first aid preferred.
- Fluency in Spanish preferred.

**Areas of skill/experience/background required in PIFP fellow:**

<input type="checkbox"/> Accessibility/disabilities	<input checked="" type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input checked="" type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input checked="" type="checkbox"/> Qualitative research
<input type="checkbox"/> Children’s issues	<input type="checkbox"/> Healthcare/health sciences	<input checked="" type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input checked="" type="checkbox"/> Coalition work	<input type="checkbox"/> Journalism/publications (print/online)	<input type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input checked="" type="checkbox"/> Volunteer management
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Digital media	<input type="checkbox"/> Marketing/sales	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input checked="" type="checkbox"/> Environment	
<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input checked="" type="checkbox"/> Environmental issues	<input type="checkbox"/> Health	
	<input type="checkbox"/> Legislative	

**Technology skills required in PIFP fellow:**

<input type="checkbox"/>	Adobe Creative Suite <i>(Acrobat, InDesign, PhotoShop)</i>
<input type="checkbox"/>	Blog platforms <i>(WordPress, Blogger)</i>
<input type="checkbox"/>	Database management <i>(Salesforce, GiftWorks, Wild Apricot)</i>
<input type="checkbox"/>	Digital marketing/outreach <i>(Twitter, Instagram, Facebook, etc)</i>
<input type="checkbox"/>	E-newsletter platforms <i>(MailChimp, Constant Contact, Vertical Response)</i>
<input type="checkbox"/>	GIS

<input type="checkbox"/>	Graphic design <i>(infographics, etc)</i>
<input checked="" type="checkbox"/>	Microsoft Office Suite <i>(Word, Excel, PowerPoint)</i>
<input type="checkbox"/>	Video/film production
<input type="checkbox"/>	Website design/management <i>(WordPress, SquareSpace, etc)</i>
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other: _____

**Certifications  
Required:**

WFA   
  WFR   
  First Aid   
  CPR  
 Other: \_\_\_\_\_

**Language Skills  
Required:**

English   
  Spanish  
***(highly preferred)***  
 Other: \_\_\_\_\_