



Volunteer Coordinator, Part to Full Time, Permanent

The Park People works with communities to plant trees and improve parks for a healthy, resilient future.

TPP is an equal opportunity employer. We believe a diverse staff contributes to the effectiveness and impact of our organization. We seek to create an inclusive, equitable, and welcoming work environment.

The Volunteer Coordinator will further The Park People's mission by recruiting and managing volunteers in the office and in the field. The long-term goal of the Volunteer Coordinator is to strengthen and grow TPP's existing volunteer network to best serve our Denver communities.

They will work to create and implement a comprehensive volunteer and community engagement program. They will coordinate with staff and board members to identify, fill, and retain volunteer roles across the organization. They will screen and place volunteers, matching skills/interests to needs.

The Volunteer Coordinator will also assist with other tasks as needed and will often be working on several projects at any given time. They will represent the organization at public events and community meetings.

Required Skills:

- Two or more years working with volunteers, as a community organizer, or equivalent education
- Proven ability to work independently
- Strong interpersonal, listening, writing, and speaking skills
- Friendly, professional demeanor
- Experience working with diverse groups of people
- Valid Drivers License and clean driving record
- Ability to lift 50 lb
- Computer skills, including Google and Microsoft applications
- Excellent time management and organizational skills

Desired Skills:

- Experience with contact database software
- Sense of humor and flexibility
- Basic knowledge of environmental and park issues
- Proficient in Spanish

This is a part- to full-time, permanent position. The per-week hourly commitment may vary between 30-40 hrs. and will be discussed in advance with the supervisor. Availability on some weekends is required. The Volunteer Coordinator will gain knowledge of urban forestry, community engagement, and event coordination. Salary range is \$15-17, commensurate with experience.

Contact Information: Visit www.theparkpeople.org for more information. Send resume and cover letter by November 15 to: general@theparkpeople.org, subject line: Volunteer Coordinator Position