FELLOWSHIP DESCRIPTION
This information will be made available to all fellowship applicants. 
Please type or paste responses directly into boxes below. Boxes will expand to fit.

ORGANIZATION NAME: Volunteers for Outdoor Colorado
LOCATION (City/State): Denver, CO

☐ Yearlong Fellowship (June 2015-May 2016) ☑ Summer Fellowship (June-August 2015)

ABOUT THE FELLOWSHIP

Title of PIFP Fellow: Outdoor Stewardship Projects Assistant

Primary Responsibilities of PIFP Fellow:
The Outdoor Stewardship Projects Assistant will work collaboratively with VOC staff and volunteers in the planning and implementation VOC's 2015 outdoor stewardship projects engaging adults and youth across the state of Colorado. He/she will work to ensure that outdoor stewardship project work is carried out effectively and volunteers have a positive outdoor stewardship experience.

The position can be designed to emphasize the learning needs of the student, but the primary objectives of this internship include: project management, civic engagement and volunteer management, outdoor stewardship skills, collaborative relationships with partner agencies and public land agencies, and skills related to nonprofit management.

Intern Duties:
- Assist VOC program staff and volunteer leadership with outdoor stewardship project management, coordination, and logistics.
- Assist with organizing and leading weekday and weekend youth volunteer outdoor stewardship projects with local school and community groups, including at least one VOC project with a Young Stewards Program component.
- Assist staff with the recruitment of volunteers, including region-specific volunteers, youth and young adults.
- Assist with the development and implementation of membership recruitment strategies, specifically among volunteers on projects.
• Assist with #YourCO – VOC’s new digital badge program by helping to analyze badge metrics for program effectiveness, helping to implement new badges, and assisting with badge related outreach.

• Utilize electronic communication methods to recruit, organize, and coordinate with volunteers and #YourCO badge earners.

• Maintain accurate records of volunteer recruitment statistics and accomplishments as well as potential and active volunteers. Generate reports as needed.

Attend evening meetings, weekend projects and training workshops as assigned.

How Fellow Will Contribute to Capacity-Building/Systemic Change:
The Outdoor Stewardship Projects Assistant will allow VOC to expand its current volunteer base to underrepresented populations, expand the leadership development program, and enhance the stewardship education components of our programs. Additionally, the PIFP Fellow will contribute tremendously to VOC’s new programmatic area, #YourCO, which is designed to use technology and social media to engage a new demographic of stewards.

Training & Networking Opportunities for Fellow:
The Outdoor Stewardship Projects Assistant will develop an in-depth understanding of the diverse challenges faced by Colorado’s public land managers with regard to conservation, stewardship and recreation. He or she will develop professional leadership skills by interacting with volunteers, project sponsors, public land management agencies, and staff through the coordination of stewardship projects and the badge program, volunteer recruitment, and hands-on project participation. The Outdoor Stewardship Projects Assistant will learn elements of professional report writing as well as non-profit communication strategies, marketing, and development. The position will also provide opportunities for the fellow to enhance his or her presentation skills through the development of volunteer training sessions and other public speaking engagements and outreach events.

In addition to training in the use of our online database and recruitment tracking systems, the Outdoor Stewardship Projects Assistant will be trained as a VOC Crew Leader to gain leadership skills and knowledge about trail construction, tool use, and project safety. As the schedule permits, the fellow may be trained in more specialized skills such as rock work, invasive weed removal, or kitchen crew chef. He or she will also have the opportunity to work with and be introduced to public land managers from across the state. In addition, there is the potential for interaction with VOC’s Board Members, esteemed leaders in outdoor stewardship, environmental law, and corporate, government and non-profit management.

Supervision of PIFP Fellow:
The Fellow will work within VOC’s Programs department and will report to the Volunteer & Outreach Manager.

Qualifications Sought in Fellow:
• Commitment to environmental issues and outdoor stewardship.
• Proficient with at least Microsoft Word, Excel, email, and the internet. We welcome a
A fellow who has skills in social media, graphic design, and/or video production.

- Ability to use and manage an online database.
- Self-directed, highly motivated, reliable, with a results-and-solution-oriented perspective.
- Organized and flexible, with strong time-management skills.
- Ability to work collaboratively with a network of program and project staff through consensus in working towards common goals.
- Strong communication skills, both written and verbal. Able to prepare special reports according to general instructions.
- Good interpersonal skills, team-oriented, enjoys working with others.
- Experience in outdoor camping and able to spend multiple days in a car-camping setting.

Program department internship positions with VOC may require the ability to hike, lift up to 40 lbs, dig, and utilize tools in the course of the work as well as to be able to sit at a computer and work in the office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Outdoor Stewardship Projects Assistant will be required to provide his/her own transportation to and from the VOC office on a regular daily basis. Washington Park is on major public transportation routes. Transportation for work-related events and projects away from the main office will be provided.

**Skills/Experience Sought in Fellow:**

<table>
<thead>
<tr>
<th>Activism</th>
<th>Finance/business</th>
<th>Politics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy</td>
<td>Fundraising/development</td>
<td>PR/communications</td>
</tr>
<tr>
<td>Campaigning</td>
<td>Government</td>
<td>Public speaking</td>
</tr>
<tr>
<td>Children’s issues</td>
<td>Healthcare/health sciences</td>
<td>Qualitative research</td>
</tr>
<tr>
<td>Civil rights/social justice</td>
<td>Human services</td>
<td>Quantitative research</td>
</tr>
<tr>
<td>Coalition work</td>
<td>Journalism/publications (print/online)</td>
<td>Reproductive rights/freedom</td>
</tr>
<tr>
<td>Community/political organizing</td>
<td>Law</td>
<td>Social science research/methodology</td>
</tr>
<tr>
<td>Criminal justice</td>
<td>Legislative process</td>
<td>Statistical analysis</td>
</tr>
<tr>
<td>Customer service</td>
<td>LGBTQ issues</td>
<td>TV/radio</td>
</tr>
<tr>
<td>Data analysis</td>
<td>Lobbying</td>
<td>Volunteer management</td>
</tr>
<tr>
<td>Disabilities issues</td>
<td>Marketing/sales</td>
<td>Other:</td>
</tr>
<tr>
<td>Diversity issues</td>
<td>Performing/fine arts</td>
<td>Other:</td>
</tr>
<tr>
<td>Domestic violence issues</td>
<td>Policy:</td>
<td>Other:</td>
</tr>
<tr>
<td>Economics</td>
<td>Education</td>
<td>Education</td>
</tr>
<tr>
<td>Editing</td>
<td>Environmental</td>
<td>Environmental issues</td>
</tr>
<tr>
<td>Education</td>
<td>Fiscal</td>
<td>Event Planning</td>
</tr>
<tr>
<td>Environmental issues</td>
<td>Environmental</td>
<td>Film</td>
</tr>
<tr>
<td>Event Planning</td>
<td>Legislative</td>
<td>Film Planning</td>
</tr>
<tr>
<td>Technology Skills Required:</td>
<td>Other:</td>
<td>Other:</td>
</tr>
<tr>
<td>Excel</td>
<td>Graphic design</td>
<td>Social media</td>
</tr>
<tr>
<td>X Power Point</td>
<td>Database management</td>
<td>Video/film production</td>
</tr>
<tr>
<td>Publisher</td>
<td>Constant Contact</td>
<td>Website design</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PUBLIC INTEREST FELLOWSHIP PROGRAM
226 Worner Center, 14 East Cache La Poudre Street, Colorado Springs, Colorado 80903-3298
Lani.Hinkle@ColoradoCollege.edu 719-227-8175 tel 719-389-6804 fax www.CCpublicinterest.com
VOLUNTEERS FOR OUTDOOR COLORADO’S (VOC) MISSION IS TO MOTIVATE AND ENABLE PEOPLE TO BE ACTIVE STEWARDS OF COLORADO’S NATURAL RESOURCES.

Volunteer Opportunities for Everyone
Central to VOC’s mission is our volunteer program, which engages thousands of volunteers of all ages, interests, and backgrounds each year. In 2013, VOC volunteers dedicated more than 36,000 hours of time giving back to Colorado – a value of over $800,000. Working in partnership with land managers and agencies across the state, VOC organizes and manages a wide array of outdoor stewardship volunteer opportunities each year, designed to engage a variety of audiences, while at the same time addressing critical stewardship needs across the state. Under VOC’s leadership, volunteers are able to make a rewarding impact on Colorado’s outdoors through hands-on work in wildfire land restoration, trail building and maintenance, tree planting and re-forestation, and much more.

#YourCO Digital Badges
In summer 2014, VOC launched its #YourCO digital badge program, in which anyone can earn a variety of badges by completing simple, everyday acts of stewardship on their own time - or by participating in a VOC project.

Inspiring the Next Generation of Stewards
Youth are the outdoor stewards of tomorrow - and today. By helping young people connect with the outdoors and understand the importance of caring for our natural resources, we endeavor to instill in them a stewardship ethic that becomes a lifelong commitment. VOC offers a host of youth and family programs designed to inspire these young stewards, from family-friendly volunteer opportunities, to the award-winning Cairn high school program, to educational programs for youngsters ages 6-10.

Training Outdoor Stewardship Leaders
Skilled and effective leadership is critical both to delivering a rewarding volunteer experience, and to ensuring stewardship work is productive and sustainable. VOC has been the leading source of training programs that prepare people to be outdoor stewardship leaders since 1986. VOC’s Outdoor Stewardship Institute (OSI) trains hundreds of leaders every year, not only to lead VOC volunteers, but also for government agencies and stewardship organizations across the U.S.

Expanding Stewardship Capacity Throughout the State
VOC is leading numerous efforts to foster greater engagement of volunteers in outdoor stewardship throughout Colorado - from hosting the statewide Colorado Outdoor Stewardship Coalition, to conducting studies that measure volunteer impact and needs cross-agency, to building volunteer programs around the state in partnership with the U.S. Forest Service and the...
Number of Staff: Currently VOC has 12 full-time staff and one seasonal staff. VOC usually hires two interns and one or two seasonal staff each summer.

Organization’s Non-Discrimination Policy Statement:
Volunteers for Outdoor Colorado adheres to a policy of non-discrimination and actively seeks diversity in each of its programs. In its dealings with volunteers, employees, applicants for employment and all other constituencies, VOC is committed to equal opportunity and equal treatment for all qualified individuals based on individual merit and capability. This policy applies without regard to race, color, religion or creed, sex or sexual orientation, gender variance, national origin or ancestry, age, marital status, veteran status, disability or other factors identified and protected by federal, state and local law. This policy applies to all activities of VOC. VOC intends to comply with all federal, state and local laws which prohibit discrimination.

Is there anything else a fellow should know about the organization?
The VOC office is located in Washington Park, one of Denver's most beautiful and active city parks, affording opportunities for outdoor recreation nearby and during lunch hour. A typical office workday is 8 AM to 5 PM. Internship hours on stewardship projects may include overnight camping and include long project days (6 AM until 7 PM). Supplemental paid time off may be provided to offset some weekend and evening work.