



COLORADO

Parks and Wildlife

Department of Natural Resources

Internship Announcement

POSITION: Statewide Volunteer Program Internship

START & END DATE: September 5, 2017 - April 27, 2018 (may be flexible)

PAY RATE: \$12.00 an hour, 40 hours per week, Mon - Fri, 8:00 AM-5:00 PM

LOCATION: Colorado Parks and Wildlife Office, 6060 Broadway, Denver, CO 80216

WORK UNIT: The CPW Volunteer Program recruits, trains and coordinates the use of volunteers in a variety of activities and programs relating to Colorado's wildlife and outdoor recreation resources and the management of those resources. The Volunteer Program consists of the statewide volunteer coordinator, 4 regional coordinators, 2 program assistants and a multitude of field staff.

DEADLINE FOR APPLICATIONS: July 30, 2017

JOB DESCRIPTION:

- Provide high-quality customer service over the phone and in written communications.
- Maintain accurate records for CPW volunteers and programs in the Volunteer Database.
- Assist employees and volunteers with Volunteer Program questions and requests.
- Oversee recruiting efforts (e-mail communications, interviews, social media outreach) for prospective volunteers for programs including the CPW Camp Hosts program.
- Organize uniform inventory and distribute supplies to field staff and volunteers.

MINIMUM REQUIREMENTS:

- Strong communication and customer service skills (written and verbal).
- Excellent organization skills.
- Proficiency with Microsoft Office and Google Apps programs.
- Proficiency with online services such as SurveyMonkey, Constant Contact, etc.
- Self-directed and motivated to be pro-active in spending time effectively.
- Knowledge of how to maintain and update websites and social media platforms is preferred.

HOW TO APPLY: Send resume and cover letter including the following:

1. Your knowledge of outdoor volunteering in Colorado.
2. How you feel you meet the minimum requirements.
3. Why you feel you are the best fit for this position.

SEND THE ABOVE TO:

Colorado Parks and Wildlife, Attn: Fletcher Jacobs, 6060 Broadway, Denver, CO 80216,
fletcher.jacobs@state.co.us

<http://cpw.state.co.us/aboutus/Pages/VolunteerNow.aspx>

