



Position: Program Manager

Location: Flexible

Posted: July 10, 2008

Wilderness Volunteers' Mission is stewardship of America's wild lands through organizing and promoting volunteer service in cooperation with public land agencies including the National Forest Service, National Park Service, US Fish & Wildlife Service and the Bureau of Land Management. Wilderness Volunteers is a 501(c)3 nonprofit organization in its eleventh year of operation with a strong conservation and educational basis. We provide a cost efficient, creative program to allow participants to Give Something Back to our public lands in a meaningful, safe and challenging atmosphere. Wilderness Volunteers subscribes to and practices the tenets and ethics of Leave No Trace®.

Summary Description:

The Program Manager is directly responsible for management of the service trips program including identifying projects, setting the schedule, recruiting staff for the trips, evaluating the trips and staff, and supporting the trips and staff. He or she will work closely with the public land managers, the volunteer WV staff and the Executive Director. This is a key management position with growth potential with a national conservation program. This is a full-time, salaried position.

Primary Responsibilities:

- Develop projects in cooperation with public land managers
- Develop schedule of projects for each year and supporting documents (web ads, trip write-ups, etc.)
- Recruit staff for projects
- Promote projects
- Monitor program quality
- Serve as primary contact for WV staff; maintain strong positive relationships through regular communication and support
- Identify potential volunteer staff, organize training programs for potential and current staff
- Demonstrate our appreciation for the talented volunteer staff who make the program possible
- Work with the public land agency contacts to ensure that WV complies with land agency guidelines and requirements. Obtain Memorandum Of Understanding with each land agency for each project.
- Co lead four to six projects each year
- Serve on an integrated management team to address issues such as wilderness risk management, marketing, fund raising, and program quality.
- Represent Wilderness Volunteers and its mission to diverse audiences; assist in developing materials for project promotion

This list is not comprehensive, but reflects most aspects of the position.

Experience/Qualifications:

The ideal applicant will:

- Be a team player with sufficient education and experience to manage a national-level program, and be competent and comfortable in backcountry settings with a passion for the outdoors.
- Possess excellent written and verbal communication skills, and have computer competency with MS Office programs. Some experience with web-authoring software or ability to learn simple HTML desired.
- Exhibit strong leadership abilities. Previous experience in outdoor program development and volunteer supervision desired.
- Be able to work with limited supervision from a virtual office with broadband internet and phone line.
- Be able to travel to projects and meetings
- Live in the western United States since most of our projects are in the West.
- Stay current with a minimum of Wilderness First Aid or higher certification.
- Be enthusiastic, motivated, and creative with the initiative required to work in a highly flexible work environment.
- Be committed to the mission of Wilderness Volunteers

Compensation:

Annual salary of \$28,000 - \$32,000 based upon experience for this full time position. Benefits include four weeks paid vacation, paid holidays, and an allowance for health insurance.

Application Process:

To apply, please send your resume, a cover letter describing your interest in the position and qualifications, and your salary requirements to: Deborah Northcutt, Executive Director, Wilderness Volunteers, debbie@wildernessvolunteers.org All applications are to be submitted via email. Applications will be accepted until position is filled.

For more information about our program, visit our website at www.wildernessvolunteers.org

Wilderness Volunteers is an Equal Opportunity Employer.