



**Job Title:** Events + Volunteer Coordinator  
**Employer:** Friends of the Dillon Ranger District  
**Reports to:** Marketing + Events Manager  
**Job Status:** Part-time, seasonal, hourly (estimated 20-25 hours per week)  
**Compensation:** \$17 - \$19 / hour, depending on experience

**About FDRD:**

Friends of the Dillon Ranger District is a nonprofit organization that promotes stewardship of the White River National Forest in Summit County. We coordinate volunteer service projects, educational and outreach programs that support our local forest.

**Job Purpose:**

The Events and Volunteer Coordinator supports the marketing and fundraising efforts of FDRD by overseeing events and assisting with managing volunteers. They work closely with the Marketing and Events Manager in engaging the community, expanding outreach and promoting the mission of FDRD.

**Weekly Responsibilities:**

- Create and manage FDRD's booth at the weekly Dillon Farmers Market (Fridays 8am-3pm). This includes setup and breakdown of the tent, tables, etc as well as selling merchandise. The Marketing + Events Manager and volunteers also help to support this weekly event.
- Assist with office needs, including answering phone and voicemail, responding to emails and checking the PO box.
- Assist with data entry for newsletter signups and waivers.
- Collaborate with Marketing and Events Manager on additional fundraising events.
- Assist with promotional efforts such as making flyers for events, coordinating radio and newspaper advertisements and collaborating with team members on digital marketing initiatives.
- Oversee the FDRD retail store, working closely with front desk staff at the Dillon Ranger Station to keep items stocked on the shelves.

**Desired Skills and Abilities:**

- Excellent communication and interpersonal skills. Ability to "small talk" with community members and visitors.

- Desire to work on a team and contribute to an amazing organization that is well respected in the local community.
- Comfortable with managing and working alongside volunteers.
- Basic knowledge of Microsoft Office, including Excel and comfortable with learning new technologies.
- General understanding of retail operations, use of a hotspot and mobile point-of-sale system. Retail experience is a plus, but not required.

**Minimum Qualifications:**

- Must be available to work on Fridays from 8am - 3pm. Flexibility with other days/hours, some Saturdays may be required.
- Candidates are at least 18 years of age and hold a valid driver's license with access to a personal vehicle. A small amount of local driving will be required.
- Finalists must be able to pass a background check.
- The individual will be required to lift and move up to 40#s, occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Compensation:**

This is a part time position, estimated at 20-25 hours per week. This position is seasonal, starting immediately, through September 30, 2022. Pay is \$17-19, depending on experience. A \$500 bonus will be given at the end of the season for completion of the season (ending September 30, 2022).

**How to Apply:**

Email your resume to Jen (she, her, hers) at [jennifer@fdrd.org](mailto:jennifer@fdrd.org). Include in the body of your email an answer to this question: What is one new thing that you have learned (or taught yourself) in the last year?

For more information about FDRD visit our website at [FDRD.org](http://FDRD.org)