

# Office and Equipment Volunteer

## Volunteer Description Overview

The Office and Equipment Volunteer is responsible for managing the supplies that are essential to running natural areas programs and events.

## Key Responsibilities

- Organize, manage, and re-stock supplies, tools, and equipment before and after school field trips, community programs, and stewardship projects.
- Keep Resource Room, Education House, and Tool Shed organized and stocked during busy season.
- Help respond to inquiries from program participants, compile attendance reports, manage the library, and other office-based projects.
- Help with the ongoing organization and filing of the Natural Areas photo library.
- Actively think of ways to improve our organization of supplies, equipment, and information
- Record hours and impact through the City's online system, Engage

## Impact

Help a high functioning staff and volunteer team educate the community about our natural areas. Help volunteers and staff focus on delivering and coordinating programs. Help streamline processes and increase efficiency.

## Training

- Job-specific training from members of the Education and Outreach Team
- FC Volunteers online onboarding course
- Natural Areas Department's online orientation
- Opportunity to attend continuing education sessions

## Support

Charlotte Norville  
Volunteer Specialist  
[cnorville@fcgov.com](mailto:cnorville@fcgov.com)  
(970) 416-2480

Supervision and support is provided by members of the Education and Outreach Team. For regular check-ins and administrative questions, the Volunteer Specialist is the main contact.



## **Commitment**

March-October, Mondays, 1-3 hours a week

## **Skills and Qualifications**

- Ability to lift 25+ lbs; move, pack and unpack education kits and equipment
- Computer literacy
- Background check required
- Ages 18+

## **Dress Code**

- Closed-toe shoes when working outside or moving equipment.
- Volunteer name tag (provided)
- Personal safety equipment (safety glasses, gloves etc.; provided) when required

## **Benefits**

- Interact with people with similar interests.
- Participate in fun volunteer recognition and social events.
- Be an integral part of a large well-respected and forward-thinking land conservation and stewardship program.
- Be truly valued by Natural Areas Department staff and managers.
- Assist visitors in understanding and appreciating natural areas.
- Gain professional references.
- Have access to City job application system for internal-only positions.

## **Our Philosophy**

By becoming a volunteer with us, you are joining a long history of community commitment to conservation. Since its inception, the Natural Areas Department has engaged volunteers on every level, from education to stewardship to leadership. Volunteers help extend outreach and strengthen community involvement. We believe that volunteers are one of our most valuable resources.

## **Information**

Charlotte Norville, Volunteer Specialist, 970-305-0163, [cnorville@fcgov.com](mailto:cnorville@fcgov.com)