Job Title: Administrative and Marketing Volunteer
Reports to: Assigned Project Manager
Volunteer Coordinator, Sarah Grove, Sarah@thornenature.org
Job Status: Part time, Volunteer or Internship

Job Purpose: Thorne Nature Experience is seeking dedicated volunteers and interns who will support the Thorne's Administrative and Marketing teams. The Administrative and Marketing Volunteer/Intern provides support for Thorne's programs in the office through completing a variety of tasks, contributing to an efficient organization that can connect 13,000 youth to nature each year.

Program Details:
- To apply, submit a Volunteer Application through Google Forms
- Dates of Program: January – May 2022
- Schedule: 2 hours per week, flexible weekly and hourly commitments
- Locations: Sombrero Marsh 1466 N. 63rd Street, Boulder, CO 80303

Principal Responsibilities:
Duties and projects vary seasonally and may include but are not limited to:
- General office help such as organizing paperwork and files, assisting the staff where needed
- Creation and assembly of student-authored Mini Books
- Assisting with fundraising mailings, registration for education programs
- Assisting with creation of program supplies
- Tabling at outreach events
- Seasonal maintenance of the grounds, such as weeding, trail maintenance

Special Requirements:
- Having reliable transportation

Desired Skills and Abilities:
- Bilingual in Spanish and English
- Strong communication skills with adults and children
- Highly relational

Desired Outcomes:
- Contribute towards a successful and efficient office environment where Thorne can successfully deliver its educational programs and achieve its mission
- Contribute towards Thorne's Core Value of inclusiveness, respecting the perspectives and contributions of all people

Job Interrelationships:
- Thorne Staff, Instructors
- Other Volunteers and Interns
- General Public and Community Partners

Desired Behavioral Traits and Attitudes:
- Team player, fun, outgoing, passionate, organized, creative, and self-motivated
- Strong nature connection
- Positive attitude
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities

Minimum Qualifications:
- Must be 16 years or older
- We are looking for a candidate that is comfortable working outdoors in all weather conditions (including rain, snow, and hot sunny days)
- Can commit to one day of week for at least 2 hours

Working Conditions: This role requires a physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain, and kneeling. Work takes place in both an office setting and field setting with continuous interruptions and background noises.

Accommodations: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

The expectation for All Employees: Support the Thorne mission and exhibit a commitment to working collaboratively, with integrity and respect for fellow employees, associates, and our communities. Embracing personal responsibility and accountability for your job.

Equitable Recruiting Policy Statement: Our goal is to increase diversity amongst our staff at Thorne. We do so by providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or any other protected characteristic. It is the policy at Thorne to attempt to reach diverse pools of applicants throughout the hiring process by following the Equitable Recruiting Procedure.

Thorne Mission and History: Thorne Nature Experience is a non-profit organization committed to building Earth stewardship by connecting youth to nature through joyful, hands-on, place-based environmental education experiences. Founded in 1954, Thorne has a rich history and has reached more than 250,000 children and adults through its three programs: Summer Camp, In-School Program, and Field Trip Program.