



Job Class: State Program Administrator Principal

Working Title: Volunteer Mentor Program Coordinator

Job ID: 30815

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Who May Apply: Open to all qualified job seekers

Date Posted: 03/04/2019

Closing Date: 03/25/2019

Hiring Agency/Seniority Unit: Department of Natural Resources

Division/Unit: Fish and Wildlife

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes

Salary Range: \$26.30 - \$38.75/hourly; \$54,914 - \$80,910/annually

Classified Status: Classified

Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE

FLSA Status: Exempt - Professional

Connect 700 Program Eligible: Yes

Job Summary

This position will analyze, strategically plan, design and administer statewide hunting, fishing and related outdoor recreation volunteer mentoring programs and outreach events for the Division of Fish and Wildlife; including analyzing internal and external program resources, developing and administering a statewide volunteer management system, designing and conducting volunteer trainings, facilitating communication and coordination between existing mentoring organizations, the DNR and private sector hunting and fishing organizations.

This position will be required to travel to attend meetings which may require staying overnight as well as work varied hours including some weekends, evenings, and long shifts.

Minimum Qualifications:

Bachelor's degree in Education, Marketing, Social Sciences, Natural Resources, Environmental Studies, Biological or Environmental Sciences, or related field.

Three years of professional experience in in planning, implementing, and measuring the success of non-formal educational or volunteer management programs, products and services for a regional, statewide, or national-level organization or agency.

*Master's degree in Education, Marketing, Social Sciences, Natural Resources, Environmental Studies, Biological or Environmental Sciences, or related field may substitute for one year of professional experience.

Knowledge and experience participating and teaching or mentoring the outdoor recreational activities of hunting or fishing.

Experience presenting data and information in an understandable manner to a wide variety of audiences.

Human relations and collaborative skills to effectively work to bring together diverse interests to accomplish common objectives.

Working knowledge of program administration, budget oversight, written reports, partnership coordination, and equipment/supply inventory.

Demonstrated success in effectively managing projects cooperatively with others, setting and meeting deadlines.

Ability to work with and manage groups with diverse backgrounds, abilities and ages.

Conflict management skills to analyze and resolve ambiguous or controversial situations and make difficult decisions.

Experience using Microsoft Office products sufficient to prepare and deliver essential communications.

Preferred Qualifications:

Master's degree in Education, Marketing, Social Sciences, Natural Resources, Environmental Studies, Biological or Environmental Sciences, or related field.

Working knowledge of techniques for managing a diverse volunteer network.

Knowledge and experience mentoring and teaching hunting and fishing skills to effectively design, evaluate and teach related skill-building program models.

Significant knowledge of natural resource and outdoor recreation topics and issues.

Experience working and developing partnerships with multiple government, non-profit, and business organizations that deliver programs related to natural resource conservation, hunting and fishing.

Strong organizational and planning skills sufficient to oversee large projects, prioritize, and make recommendations or decisions on the direction of a project.

Knowledge of local, state and federal environmental laws, regulations and policies related to the conservation of natural resources.

Conflict management skills to analyze and resolve ambiguous or controversial situations and make difficult decisions.

Successful participation of the State of Minnesota Star of the North Fellowship program.

Physical Requirements

Requires occasionally lifting and/or carrying such articles as file boxes and heavier materials (e.g., boxes of printed materials, hunting and fishing equipment) with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

Ability to obtain Minnesota Angling and Hunting Licenses.

It is policy of the Department of Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

1. Criminal history check
2. Motor Vehicle Record
3. Employment Reference checks
4. SEMA4 Record check

Why Work For Us

The Department of Natural Resources is proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are supportive of a diverse workplace, are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

If you are a Connect 700 applicant, please submit your certificate to Elyse Anderson at elyse.anderson@state.mn.us or fax to 651.296.6494 by the job posting close date.

Contact

If you have questions about the position, contact Jeff Ledermann at jeff.ledermann@state.mn.us or 651.259.5247.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

Minnesota Department of Natural Resources (DNR) encourages participation in all its programs, services and activities and does not discriminate against qualified applicants with disabilities. Anyone who believes they may need a reasonable accommodation in order to fully participate in the job application, interview or selection processes may contact any agency official with whom applicant has contact in the processing of their employment application to request an accommodation. Applicants may also contact the DNR's Affirmative Action office to request an accommodation by: E-mail: ADAdiversity.DNR@state.mn.us or by calling Sarah Spence-Koivisto at 651.259.5016; or using MN Relay 711.