



# HIGH LINE CANAL

## CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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### ~Position Description~

2025

**Position:** Programs Coordinator  
**Reports to:** Programs Manager  
**Compensation:** \$21-\$24/hour, commensurate with experience. Includes a competitive benefits package with generous paid time off, medical, dental, HSA, FSA, retirement plan, life and disability insurance.

Weekend, early morning and evening work will be required. Work requires some physical exertion such as walking, standing and lifting.

### High Line Canal Conservancy

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An extraordinary feat of engineering now 140 years old, the 71-mile High Line Canal is outliving its historic function as an irrigation utility and has taken on new life as a recreational resource, wildlife corridor and green stormwater infrastructure. The High Line Canal Conservancy is a nonprofit organization with the mission to preserve, protect and enhance the High Line Canal in partnership with the public through stewardship, community engagement, trail improvements, and collaboration with local agencies.

### Position Summary

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Under the direction of the Programs Manager, the Programs Coordinator (Coordinator) serves as one of the public faces for the Conservancy, coordinating a suite of stewardship, recreational, educational and volunteer programs. The Coordinator plays a significant role in leading the Canal Conservation Corps, which is transforming stewardship of the Canal and enabling and inspiring local communities to serve as stewards of the resource. The Coordinator works collaboratively with the natural resources team to identify geographic areas in need of volunteer work. The position includes planning, organizing, implementing, tracking and evaluating programmatic initiatives. The Coordinator also supports community outreach and engagement across the region, with a particular focus in the diverse communities of

Denver and Aurora. In addition, the Coordinator plays a critical role in the Conservancy's commitment to advancing equity along the Canal by fostering inclusive engagement and ensuring that programs are accessible, welcoming, and responsive to the varied needs of diverse communities along the Canal's reach.

## **Responsibilities**

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### Program Administration

The Coordinator is responsible for program administration and volunteer management, which require strong communications skills and excellent project management to ensure programs and Canal-related activities are planned and delivered in accordance with the mission and goals of the Conservancy. Key responsibilities include:

- Coordinate with diverse partners and volunteers to execute programs
- Track program metrics and community feedback to adapt program offerings and draft reports for management and funders
- Maintain clear communications with program volunteers and participants before and after events
- Manage program registrations, waivers, and database of participants and volunteers
- Oversee and update all programs and events calendars, including related pages of the Conservancy's website
- Train and manage volunteers, including Volunteer Leaders in partnership with the Programs Manager

### Program Execution

The Coordinator oversees the execution of all Canal Conservation Corps volunteer programs and supports the Programs Manager in the execution of all recreational, community science, and environmental education programs. Key responsibilities include:

- Manage and maintain program and outreach supplies
- Scout or manage scouting of all stewardship locations along the Canal before programs to evaluate safety and stewardship needs
- Serve as a respectful representative for the Canal and Conservancy - the Programs Coordinator is often the first Conservancy contact that trail users meet
- Coordinate day-of logistics with staff, volunteers and/or participants
- Lead events with enthusiasm and best practices for ensuring the safety of all participants
- Coordinate and support Independent Clean-up volunteers who complete stewardship activities outside of formal Conservancy programs
- Support the Conservancy's signature events, such as Summer Scamper and Dine for the High Line



## Community Outreach and Engagement

The Coordinator supports community outreach and engagement strategies to build awareness of the Canal and Conservancy and ensure the Canal is a welcoming and quality outdoor space for community members across the Canal's reach. Responsibilities include:

- Help develop inclusive and culturally relevant stewardship and engagement strategies that will connect, train and empower diverse community members and youth
- Support Conservancy efforts to engage people living in low-income neighborhoods, communities of color and immigrant communities in Aurora and Denver to create leadership opportunities within programs

## **Qualifications**

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### Required Qualifications

- Bachelor's degree in related field or 2 years of relevant work experience.
- Valid driver's license with a safe driving record to operate the Conservancy work vehicle for supply transportation
- Ability to perform essential job functions with or without reasonable accommodation including a wide range of physical and manual tasks like lifting over 50 pounds to chest height for truck loading and unloading and walking or rolling up to 4 miles at once during community walk events
- Available to work Saturdays and occasional evenings and Sundays as needed
- Maintain first aid certification (training and certification provided by Conservancy)

### Desired Skills/Competencies

- Experience or knowledge in the areas of natural resources, volunteer coordination and training, and Leave No Trace principles
- Excellent interpersonal and communication skills, with the capacity to engage and motivate large groups of volunteers, trail users and community members of all backgrounds and opinions
- Fluent Spanish speaker preferred
- Knowledge of donor and volunteer databases
- Self-motivated and highly organized with tremendous attention to detail
- Proficient with Microsoft Office: Outlook, Word, Excel, and PowerPoint

### Abilities and Personal Characteristics

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following characteristics:

- Collaborative: Ability to utilize excellent interpersonal communication skills to work cooperatively with colleagues in a small-team environment, coordinate closely with partners and stakeholders, and to work efficiently, meet deadlines and maintain accurate records.
- Self-motivated: Ability to work independently and is highly organized with strong problem-solving skills, attention to detail and an ability to multi-task.



- Adaptable: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Inclusive: Committed to reducing barriers that prevent equitable access to outdoor spaces, decision making processes and other resources related to engagement in nature and the outdoors.

## Application Instructions

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Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicant's interest in and qualifications for the position. Please send both documents as one PDF attachment in an email to [employment@highlinecanal.org](mailto:employment@highlinecanal.org). No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

**This position is open until filled.**

*The Conservancy is dedicated to the principles of equal opportunity for all employees, applicants, volunteers, program and event participants, trail users and visitors, partners, and other organizational stakeholders. We prohibit unlawful discrimination and harassment based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, genetic information, native language, sexual orientation, transgender status, gender identity, gender expression, marital status, gender, veteran status, political service, and affiliation or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.*

*Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

