



SEASONAL VOLUNTEER ASSOCIATE + AMBASSADOR

REPORTS TO: DEVELOPMENT COORDINATOR, WITH SOME SUPERVISION BY EVENT SUCCESS COORDINATOR

SUPERVISES: NONE

TERMS: SEASONAL | PART TIME, UP TO 12 HOURS PER WEEK, NON-BENEFITED | NON-EXEMPT

Civic Center Conservancy is looking for a Seasonal Volunteer Associate + Ambassador to lead in park activities of Civic Center SPARKLES and represent the Conservancy at our Civic Center EATS program while also occasionally assisting with in-park operations. You will be a familiar face at the Civic Center Conservancy tent all summer long interacting with volunteers, production partners, vendors, and the general public, while also helping to make these programs happen. We can provide a regular and predictable schedule of up to 12 hours per week from July through October. This position will be working almost completely outside in a downtown, urban park environment.

WHO YOU ARE

- You love people and are excited to interact with volunteers, vendors, and the general public while representing the Conservancy brand.
- You possess a strong customer service ethos.
- You are self-motivated and operate independently and as part of a team.

REQUIRED TIME AVAILABILITY PARAMETERS

This position will support in-park activities produced by the Civic Center Conservancy and will be expected to be available to work the hours stated below. If you cannot regularly work this schedule, please do not apply. Occasional conflicts may be acceptable:

All work will take place between July 1, 2025 (or whenever a suitable candidate can be found) and October 16, 2025 on the following schedule:

- Tuesdays: 7:30 am to noon
- Wednesdays: 10:30 am to 2:30 pm
- Thursdays: 8:00 am to 2:30 pm (alternate Thursdays, shift start will be at 10:30 am)

There will be weeks where activations are not being run that we can discuss with candidates as they progress through the process.

Additional hours may be available to support other CCC-produced activations outside these parameters as well. These may include NIGHT MARKET on 9/19, Indy Eve on July 3 and Dia de los Muertos on Oct. 25

DUTIES AND RESPONSIBILITIES

CIVIC CENTER SPARKLES IN-PARK SUPPORT

- Clear and consistent communication with the Development Coordinator about scheduled groups and their dynamics, needs and relationships to the Conservancy.
- Communicate and interact with Denver Parks and Recreation staff to determine projects for each day.
- Builds demand for the volunteer program by providing an excellent experience for volunteers.
- On each volunteer day you will lead the following:
 - Set-up volunteer tent, table, signage and staging area including laying out apparel, tools and snacks.
 - Greet and check in volunteers including collecting waivers and distributing t-shirts.
 - Kick-off the day with a welcome message and coordination a group picture.
 - Interact with volunteers throughout the morning providing guidance on tasks and sharing the Conservancy story.
 - Gather volunteers to wrap the day.
 - Break down all program elements and return to storage areas.

AUDIENCE ENGAGEMENT

- Support the set-up and/or strike of the CCC tent (including table, chairs, and collateral) and water tree, as needed, for CIVIC CENTER EATS and other activations.
- Staff the CCC tent, answer questions from attendees, and provide great customer service during Civic Center EATS and SPARKLES.
- Assist with the collection of photos and video to support social media and marketing efforts.

QUALIFICATIONS AND COMPETENCIES

- Experience managing and relating with volunteers.
- Excellent customer service skills – especially with donors, vendors and teammates.
- Strong skills in external communications skills and brand representation.
- Ability to lift and move up to 50 pounds.
- Willingness and ability to work in an outside environment
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, races, and other identities in order to create an inclusive, equitable, and welcoming environment.
- Spanish-language proficiency or higher preferred but not required.

COMPENSATION

This part-time position is paid hourly at a rate of \$24-27/hr with a retention bonus of \$500 for staying through October 16. The position does not include any benefits.

TO APPLY

Qualified and interested candidates should submit a cover letter and resume with the subject line “CCC Seasonal Volunteer Associate” to people@civiccenterconservancy.org. Please share your connection to parks or public spaces in your cover letter.

The Civic Center Conservancy encourages all qualified candidates to apply. The Civic Center Conservancy is an equal-opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

This position will work primarily in person in Civic Center Park with potential in-person at the Conservancy offices in Denver's Capitol Hill neighborhood on occasion.

Preferred Application Deadline: June 20, 2025. We will review resumes on a rolling basis and may start interviews before this deadline. We will keep applications open until a suitable candidate is found.

ABOUT CIVIC CENTER CONSERVANCY

Civic Center Conservancy is dedicated to keeping Denver's Civic Center Park active and thriving for all. As an independent nonprofit, the Conservancy engages individuals, businesses, and community groups as champions for this essential public space.

Civic Center Conservancy's work benefits the park, the people who use the park, and the future of the park.

For the Park: The Conservancy supports the Park's upkeep by raising funds to restore its historical structures, enhance its natural spaces & advocate for investment in this essential public space. We do this in partnership with the City through a public-private partnership.

For the People: The Conservancy serves as the Park's community builder, activating the space & providing opportunities for engagement year-round. Events & programs like Civic Center EATS ensure those who visit the park connect with the spirit of the City & become part of its legacy. The Conservancy also engages small businesses, neighboring cultural institutions, arts organizations & other local groups in bringing diverse voices & audiences to the park.

For the Future: Spaces like Civic Center Park require a caretaker who is connected to the people who use the park, advocates for improvements & transforms the space to meet the needs of anyone who gathers there today & long into the future.