

Protectors of Tule Springs

517 S. 9th Street
Las Vegas, NV 89101



Job Title: Volunteer Coordinator and Visitor Services Support

Position Overview:

Protectors of Tule Springs (Protectors) is a non-profit organization that works to protect, preserve, support and promote responsible stewardship of Tule Springs Fossil Beds National Monument and Ice Age Fossils State Park. Protectors is seeking a dedicated and passionate individual to serve as the Volunteer Coordinator and Visitor Services Support for the organization. The position will also provide ancillary on-site visitor support services at Ice Age Fossils State Park.

This is a hybrid on-site and remote position. The position offers a unique opportunity to make a meaningful impact on the community by facilitating volunteer engagement, fostering a culture of service, and enhancing volunteer and visitor experiences at the parks. This is a six month full-time temporary position with possible extension to a permanent position.

Essential functions and responsibilities include, but may not be limited to:

Volunteer Recruitment

- Develop and implement strategies to attract a diverse pool of volunteers.
- Collaborate with various channels, including online platforms, community events, and outreach programs, to promote volunteer opportunities.

Orientation and Training

- Conduct volunteer orientations to provide an overview of the organization's mission, values, and specific volunteer roles.
- Deliver orientation programs to ensure volunteers are equipped with the necessary skills and knowledge for their roles.

Placement and Scheduling

- Match volunteers with appropriate roles based on their skills, interests, and availability.
- Create and maintain a volunteer schedule to ensure adequate coverage for events, programs, and ongoing projects.

Community Outreach

- Assist in special events, field trips, and tours with the park units.
- Assist with educational events at Ice Age Fossils State Park for local school and community groups.

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- Participate in community outreach events.
- Assist with guest services at Ice Age Fossils State Park.

Communication and Relationship Building

- Establish and maintain positive relationships with volunteers, staff, and other stakeholders.
- Regularly communicate with volunteers to provide updates, share relevant information, and address any concerns.

Data Management

- Maintain accurate records of volunteer information, including contact details, hours worked, and skills.
- Generate reports on volunteer activities as needed.

Qualifications:

1. Associate's degree in a relevant field or equivalent work experience.
2. Strong organizational and interpersonal skills.
3. Excellent communication and presentation abilities.
4. Ability to work independently and collaboratively in a fast-paced environment.
5. Comfortable communicating with co-workers and clients/visitors in person and over the telephone to answer questions and provide support.
6. Comfort with data management, analysis and reporting.

Preferred Qualifications:

1. Experience with G-Suite including Docs, Sheets, and Meets.
2. Experience with constituent resources management databases.

Physical & Mental Demands and Working Conditions:

Requirements:

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

1. The position requires travel within the local area to parks and other locations to conduct business transactions.
2. Ability to reach with hands and arms, lift up to 25 pounds, climb/balance, stoop/kneel/crouch/crawl, and push/pull file cabinet drawers.
3. Must be able to identify and assess information on computer screens and written reports and record accurate written and electronic messages and reports.

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4. Requires distinguishing letters or symbols and eye/hand coordination.
5. Must clear a background check prior to final offer.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to excessive heat and wet and/or humid outside conditions.

Non-Discrimination Policy

Protectors of Tule Springs does not and shall not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, military status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, visitors, vendors, and subcontractors.

Protectors of Tule Springs is an equal opportunity employer. We will not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, advertisements for employment, termination, promotions, and other conditions of employment.

Salary: \$18 – \$20 per hour, depending on experience

Benefits:

- Semi-flexible work schedule to include weekends as agreed to with Park Superintendent and Board President.

Reports to: Protectors of Tule Springs Board

Supervisees: None

Employment Status: Hourly Non-Exempt

How to apply:

Interested applicants should submit a cover letter and resume to info@protectorsoftulesprings.org by 5 PM (PST) on September 22, 2025.