

Stewards of the Coast and Redwoods (Stewards)
FIELD OPERATIONS ASSISTANT
JOB ANNOUNCEMENT
FULL TIME/PERMANENT

POSITION: Field Operations Assistant (Armstrong Redwoods State Natural Reserve and Austin Creek State Recreation Area, Guerneville, CA)

CLASSIFICATION: Full-time Permanent 40 hours a week.

REPORTS TO: Field Operations Manager at-
Armstrong Redwoods State Natural Reserve/Austin Creek State Recreation Area

ESSENTIAL FUNCTION: Stewards is seeking a qualified candidate, to assist our Operations Manager in the daily park operational tasks and special projects. Job duties include but are not limited to preparing for and participating in group stewardship projects, trail crews, maintenance tasks and repairs, trash pickup, restroom cleanings and repairs. Staffing the entrance kiosk at Armstrong Redwoods, collecting day use fees, answering phones, weekly accounting, troubleshooting and registering campers.

Qualifications/Experience:

- Commitment to the mission of Stewards
- High school diploma required
- AA degree preferred or experience leading maintenance crews and projects.
- Computer proficiency with MS Office experience
- Must wear an approved uniform, and adhere to park grooming standards
- Follow appropriate safety standards and have critical thinking skills.
- Experience in the use of hand and power tools used in land maintenance is required.
- Knowledge and background in land management a must and be able to lift 70 lbs or more.
- Previous cash handling and computer experience and customer service is required.
- Must be well organized, able to multi-task, be available weekends and/or evenings.
- Must have the ability to drive a personal vehicle and show proof of insurance to perform work duties, mileage reimbursement provided for work-related miles.
- A driving record clear of major violations for a minimum of five (5) years required.
- Live scan is required.
- Bilingual speaker a plus.
- Knowledge of California's natural and cultural history is desirable.

ORGANIZATION: At Stewards of the Coast and Redwoods (Stewards) we are passionate about parks! We support many opportunities for volunteering with our education and stewardship program. We provide over 6,000 school children a year with environmental education programs and we support cultural and natural resources preservation at Armstrong Redwoods State Natural Reserve, Austin Creek State Recreation Area and Sonoma Coast State Park.

Wages: \$15.00 per hour to start, eligible for a .50/hr pay increase after a 90-day introductory period based on performance. Stewards has an At Will Policy. Medical stipends provided after 90 days and 403b plan available for employee contributions.

Application Procedure: Email cover letter and resume to Scott Lawyer, Field Operations Manager, scott@stewardscr.org. Applications will be accepted until position is filled.

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No phone calls please.

Stewards of the Coast and Redwoods is an equal opportunity employer.