



## JOB ANNOUNCEMENT

### **Community Programs Manager, Site Stewardship Program Golden Gate National Parks Conservancy**

#### **Interested in Community Engagement and Stewardship?**

The Site Stewardship Program works to restore vital habitat for threatened and endangered species within the Golden Gate National Recreation Area through community and educational partnerships. Our goal is to connect people to the land by developing a sense of place, an understanding of interconnection, and opportunities for service and learning. Restoration sites, which are located in both Pacifica and the Marin Headlands, include habitat for the endangered Mission blue butterfly, the endangered San Francisco garter snake and the threatened California red-legged frog. Over the past 15 years, students and community volunteers have contributed more than 300,000 hours toward the restoration of these special sites.

The Golden Gate National Parks Conservancy is a nonprofit organization that has worked for 25 years to help preserve the Golden Gate National Parks and enhance the public's awareness and enjoyment of these areas. The Parks Conservancy works hand-in-hand with the National Park Service to revitalize park sites, enlist volunteers, support educational programs, develop community programs and offer services to park visitors.

#### **Community Programs Manager, Site Stewardship Program**

As the Community Programs Manager you will be the lead teacher and manager of an active service-learning and volunteer program. You will become a member of a thriving community-based stewardship program working to restore the park's natural areas while providing a variety of volunteer and educational opportunities. Given that management of these programs is a team effort involving both internal and external partners, we seek an individual who possesses strong interpersonal skills, is able to work in a team environment, and is self motivated, creative and goal oriented.

**Are you the right person for this valuable position?** Working as part of the Stewardship team, the Community Programs Manager will nurture and support existing educational partnerships, develop and run service-learning and volunteer programs, train and supervise interns, provide marketing and outreach support for the program and work to meet the restoration goals of each of the sites. The Community Programs Manager will also organize and lead the LINC Summer High School Program, a six week service learning program which serves local teens.

#### **Duties and responsibilities include:**

- Oversee all aspects of service-learning and volunteer programs and ensure they meet the high quality standards of The Parks Conservancy.
- Hire, train and supervise two full-time interns. Provide regular evaluation and feedback.
- Sustain existing, and develop new, educational partnerships. Current long-term partners include (but are not limited to) City College of San Francisco, Oceana High School, Downtown High School and Women Helping All People.
- Develop programming and run regular service-learning programs for local school groups at stewardship sites.

- Support weekly (Saturday) volunteer drop-in program. Responsibilities include outreach and retention, group scheduling, volunteer recognition and facilitation of workdays.
- Organize and facilitate the LINC Summer High School Program.
- Assist with regular Wednesday work day at Oceana Native Plant Nursery.
- Develop, edit and produce bi-monthly newsletter, and write weekly email updates.
- Collect volunteer hours, data to support fundraising efforts, and maintain volunteer database.
- Implement regular program evaluation and work to improve quality, relevancy and effectiveness in meeting goals.
- Drive 15-passenger van and be responsible for all passenger safety and supervision during transport.
- Attend regular staff meetings.
- When appropriate, attend professional conferences and present reports and presentations about programs and activities.
- Develop a cooperative working relationship with other internal and external volunteer programs, staff and partners.

**Qualifications** -- This position requires unique experience and abilities, including:

- Demonstrated ability to effectively lead, communicate and motivate diverse volunteers and youth.
- Strong commitment to diverse community participation and stewardship in park management and program planning.
- Experience as a volunteer or in volunteer management.
- Experience and/or knowledge in the management of natural resources (familiarity with ecology, and restoration highly desirable).
- Strong organizational and group management skills.
- Enjoy working outdoors in all kinds of weather and site conditions.
- Excellent interpersonal and communication skills.
- Friendly, welcoming and outgoing personality.
- Ability and desire to work as part of a team on complex projects and programs.
- Bilingual in Spanish or Cantonese a plus.
- Computer proficiency in writing and basic computer skills. Familiarity with MS Word, Excel, PowerPoint and general database applications (Photoshop a plus).
- Ability to obtain a Class B License (requires a valid California Driver's license and excellent driving record).
- This position requires a Tuesday-Saturday schedule to accommodate volunteer programs as well as occasional overnight trips. Frequent local travel will be necessary (vehicle provided).

**Compensation/Benefits:** This is a permanent full-time benefited position for 40 hours a week located in a beautiful national park setting. Job location is Fort Mason, San Francisco.

***Applications will be considered immediately.*** Please send or e-mail resumes with cover letter to: Sue Gardner, Director, Site Stewardship Program; Golden Gate National Parks Conservancy; Fort Mason, Bldg. 201; San Francisco, CA 94123. [sgardner@parksconservancy.org](mailto:sgardner@parksconservancy.org). Applications accepted until position is filled. Desired start date is January/February 2009.

We believe our staff should reflect the diversity of our community. All qualified applicants encouraged to apply.

