

Stewards of the Coast and Redwoods

SERVICE AIDE JOB ANNOUNCEMENT

Part or Full time seasonal/temporary

POSITION: Service Aide (Armstrong Redwoods State Natural Reserve and Austin Creek State Recreation Area, Guerneville, CA)

CLASSIFICATION: Part-time or Full-time Seasonal/24 to 40 hours a week.

REPORTS TO: Field Operations Manager at Armstrong Redwoods State Natural Reserve

ORGANIZATION: At Stewards of the Coast and Redwoods (Stewards), we are passionate about parks and support many opportunities for volunteering with our education and stewardship program. We provide over 6,000 schoolchildren 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.

ESSENTIAL FUNCTION: Stewards is seeking qualified candidates to assist our organization in the daily park operational tasks and customer service. Job duties will include staffing the entrance kiosk at Armstrong Redwoods, collecting day use fees, counting and reconciling monies collected, answering phone calls and visitor's questions, registering campers, and interacting tactfully with our visitors. Job duties also include campground and facility maintenance, cleaning, and road/trail clearing.

QUALIFICATIONS/EXPERIENCE: Commitment to the mission of Stewards and excellent customer service is necessary. Knowledge of California's natural and cultural history is extremely helpful. A high school diploma or equivalent is required. Must wear an approved uniform and adhere to park grooming standards. Experience in use of hand and power tools is preferred, but willing to train the right person. Cash handling experience and excellent customer service is required. You must have the ability to drive your vehicle and show proof of insurance to perform work duties. Mileage reimbursement provided. A driving record clear of major violations for a minimum of five (5) years required. Live scan is required. Bilingual speakers are a plus.

Excellent opportunity for hands-on experience in Parks and Recreation operations

SALARY RANGE: Starting Pay is \$15.00 per hour. Stewards is an At Will employer.

APPLICATION PROCEDURE: Email cover letter and resume to annie@stewardscr.org. Applications accepted until the position is filled.

No phone calls please.

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