



## **Stewards of the Coast and Redwoods**

### **Park Steward**

#### **Job Description**

*24-40 hours per week*

*Recruiting ASAP for working through the end of summer*

**Stewards of the Coast and Redwoods** (Stewards) is a nonprofit California State Parks Cooperating Association serving Armstrong Redwoods State Natural Reserve, Austin Creek State Recreation Area and Sonoma Coast State Park, with co-management responsibility for Armstrong Redwoods SNR and Austin Creek SRA. Stewards delivers critical funding, visitor services, and field operations, along with environmental education and stewardship volunteer programs in our parks; manages visitor services at Armstrong Redwoods SNR and Austin Creek SRA; and is responsible for campground operations in Austin Creek SRA. We provide training and support to 250 volunteer docents and stewards who give over 10,000 hours annually. Stewards' office is located in Armstrong Redwoods.

Stewards' **Park Steward** reports to the Field Operations Manager and supports general park operations focusing on visitor services and operations which include a diverse array of duties from interacting with park visitors, assisting with cleanup of trails and facilities, firewood delivery, and other outdoor work in the park that helps support offering a quality experience to visitors. This position will work within the park boundaries of Armstrong Redwoods SNR, Austin Creek SRA, and Sonoma Coast State park.

#### **Essential Duties and Responsibilities:**

1. Helping to ensure park visitors have a safe and enjoyable experience.
2. Staffing the entrance kiosk at Armstrong Redwoods, collecting day use fees, counting and reconciling monies collected
3. Answering phone calls and visitor's questions, registering campers (when the campground is open), and interacting tactfully with our visitors.
4. Campground and facility maintenance, cleaning, road/trail clearing, firewood processing.

#### **Qualifications:**

5. Commitment to the mission of Stewards and excellent customer service is necessary.
6. Knowledge of California's natural and cultural history is extremely helpful.
7. A high school diploma or equivalent is preferred.
8. Experience in use of hand and power tools is preferred, but willing to train.
9. You must have the ability to drive vehicles. Ability to back up a truck is preferred.
10. Cash handling experience and excellent customer service is required.

#### **Working Conditions:**

1. Frequently moves about the parks to work and collaborate with colleagues
2. Regularly required to walk and hike on uneven ground and park trails
3. Often lifts, carries, moves and positions objects weighing up to 30 pounds

**Salary range:** starts at \$17.00/hour. Stewards is an at-will employer. More benefits are available as hours increase.

**To Apply:** Please send a cover letter and resume to Stewards of the Coast and Redwoods at [stewards@stewardscr.org](mailto:stewards@stewardscr.org) with "Park Steward" in the subject line. **No phone calls please.**

*Stewards of the Coast and Redwoods is an equal opportunity employer. Fluent English speakers who are bi-or multilingual, including indigenous language speakers, are encouraged to apply.*