



## *Stewards of the Coast and Redwoods*

### **Program Director**

#### **Job Description**

*Full-time*

**Stewards of the Coast and Redwoods** (Stewards) is a nonprofit serving Armstrong Redwoods State Natural Reserve, Austin Creek State Recreation Area and Sonoma Coast State Park, with co-management responsibility for Armstrong Redwoods and Austin Creek. Stewards delivers critical funding, visitor services, field operations, and volunteer environmental education and stewardship programs in our parks; manages visitor services at Armstrong Redwoods; and is responsible for campground operations in Austin Creek. We provide training and support to 200 docents and stewards who donate over 10,000 hours annually as volunteers. Stewards' office is located in Armstrong Redwoods.

Stewards' **Program Director** supervises our Program Assistant and Volunteer Coordinator and provides leadership to design and deliver programs to the public. The Program Director works closely with Stewards and State Parks' staff, volunteer program coordinators, and outside experts to design and provide meaningful public programming and educational experiences for adults and youth. This position reports to Stewards' Executive Director.

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

1. Provides strategic and operational leadership for Russian River Sector (Armstrong Redwoods, Austin Creek, and Sonoma Coast State Park) State Parks Volunteers in Parks Programs, providing educational, interpretive, recreational, and community science programs in Russian River sector
  - a. Existing programs include **stewardship** (Trail Crew) **education** (Armstrong Visitor Center, Jenner Visitor Center, Redwood Education/Ecology, Pond Farm, Seal Watch, Whale Watch, Tidepool, and Watershed) and **community science** (Pinniped and Seabird Monitoring). This position will also develop and implement new programs
2. Supervises (provides leadership and mentoring for) Program Assistant and Volunteer Coordinator positions and works closely with State Park maintenance and interpretive staff on defining and refining the why, what, and how to accomplish park objectives with support from volunteers
3. Manages the development and scheduling of an engaging community education calendar. The Program Director works with presenters to provide relevant content for participants and works with staff and volunteers to oversee the logistics of both fee-based and no-cost workshops and seminars
4. Collaborates and communicates with volunteer program leads and staff to support: scheduling volunteers; maintaining equipment needed for programs; updating training materials; and providing resources to schedule and deliver programs
5. Delivers all volunteer trainings/orientations with staff and volunteer program coordinators to ensure procedures and logistics are implemented and to build the knowledge, skills, abilities, and confidence of our cadre of volunteers
6. Collaborates with staff to market program and volunteer opportunities, updating and distributing online and print materials, and assists in developing marketing plans for no-cost and revenue-generating programs
7. Ensures that an effective process for evaluating program success is implemented. Ensures that evaluation procedures outlined in grants are implemented and accounted for in grant reporting. Engages docents, Stewards staff, Parks staff, and program participants in program/evaluations reviews to continually improve program delivery
8. Supports grant development and grant writing in order to secure funding for programs

9. Develops and implements objectives, in partnership with Executive Director, to build diversity, equity, and inclusion into our volunteer and education programs
10. Assists in developing program, interpretive, and volunteer materials in Spanish
11. Attends bi-monthly Board meetings, monthly program meeting, and other meetings as appropriate
12. Models teamwork and collaborative communication skills that promote and ensure a comfortable, congenial, enjoyable and effective working environment
13. Other duties as assigned

**Qualifications:**

1. Bachelor's degree and/or extensive experience managing community and/or environmental education programs and/or experience in environmental sciences and/or work in parks
2. Supervisory and organizational skills, strategic and relationship management skills, able to handle multiple priorities and manage multiple projects within deadlines
3. Experience working with nonprofit volunteer programs and knowledgeable about the natural and cultural resources in parks
4. Excellent interpersonal skills, including active listening, verbal, and written communication skills; comfortable facilitating and speaking in front of groups; remains calm and courteous under pressure
5. Demonstrable proficiency using social media, MS Office, Google docs, databases, collaborative calendar programs, and updating website content
6. Ability to work in a fast-paced work environment that values relationships, teamwork, and giving and receiving respectful, honest feedback
7. Ability to collaborate with State Park personnel and diverse organizations including schools, businesses, government, and other nonprofits
8. Bilingual Spanish speaker desirable
9. Experience training and/or leading individuals and groups of volunteers
10. Commitment to values of diversity, equity, and inclusion
11. A clean driving record and ability to pass background check

**Working Conditions:**

1. Regularly sits at a desk or computer workstation, flexibility for some telework
2. Frequently moves about the office to coordinate work and collaborate with colleagues
3. Regularly walks and hikes on uneven ground and park trails
4. Occasionally lifts, carries, moves and positions objects weighing up to 50 pounds

**Salary range:** \$30-\$32 hourly to start. Employee 403b and medical stipend plan offered. Stewards is an at-will and equal opportunity employer.

**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 "Program Director" in the subject line. We will review applications as they are received. This position will be removed from our website when the position is filled. We urge you to apply ASAP.