

Stewards of the Coast and Redwoods
Programs Manager Job Description
(Full Time – Some Weekend days required)

Supervisor: Stewards Executive Director

Essential Functions: The Programs Manager is a highly-qualified candidate who oversees and manages the educational, interpretive, recreational and citizen science programs in Russian River area State Parks. Stewards' mission is to promote, restore and protect your state parks in partnership with California State Parks.

Organization: At Stewards of the Coast and Redwoods (Stewards) we are passionate about parks! For 30 years we have been working hard to sustain the legacy of our local state parks and beaches. Working as a non-profit partner to California State Parks, Stewards provides support for the State Park Volunteers in Parks Program. By supporting over 350 State Park volunteers we leverage volunteer time with funding we raise through donations, grants and fee for services.

We need our state parks and beaches. They provide outstanding recreation and education opportunities for visitors and locals, and serve as a vital economic engine for our local community. Equally important, our state parks protect our most environmentally sensitive lands, precious historic resources and important cultural treasures. Our state parks were fought for, financed and preserved by past generations. Stewards is dedicated to ensuring our state parks and beaches are our legacy to future generations.

Leadership and Supervision

As part of the supervision team, the Programs Manager (PM) works with the ED and other supervisors to model good teamwork and quality communication that promotes and ensures a comfortable, congenial, enjoyable and successful working environmental for all staff. The Programs Manager supervises the PT Seasonal Programs Assistant.

Volunteer Recruitment

PM oversees the recruitment of new volunteers, develops new outreach opportunities to ensure the success of programs, works with staff to update flyers and outreach materials, works with the staff to ensure distribution of outreach materials, develops new ways to outreach to diverse populations and assists the ED and Bilingual staff in developing recruitment materials in Spanish.

Volunteer Training

PM designs a comprehensive and engaging volunteer training program to includes orientation days and in-depth theme-based sessions. Works with Stewards and State Parks staff to hire qualified trainers, works with staff to update docent resource manuals and coordinate office volunteers to help with compiling training materials, attends and oversee all trainings. The PM ensures the accurate processing of all VIP paperwork, works with staff to track volunteers through the CRM and prepare accurate volunteer lists by program, ensures that volunteer hours are tracked annually through the State Park Better Impacts portal.

Volunteer Retention

Communicates with new and experienced docents and volunteers to ensure they have the resources they need to be successful in their volunteer jobs. Maintains ongoing and good communication with volunteer program coordinators to assist them in scheduling volunteers and maintaining the equipment they need for their programs. Engages docents, Stewards staff, and park staff in annual program

assessments in order to improve the programs. Implements program changes as needed. Assists with Vol. recognition.

Environmental Education School Programs

Oversees the updating and development of curriculum-based environmental education programs for school children and youth groups. Oversees staff and program coordinators who schedule the environmental education programs with schools and docents. Ensures that procedures and logistics are efficient and successful. Is on-site when needed to ensure that programs run smoothly and to ensure program quality.

Community Education Seminars

Oversee the scheduling and development of an engaging community education field seminar program. Recruits new presenters to keep the program fresh and exciting for participants. Works with staff and volunteers to oversee the logistics of each seminar.

Fee-based Programs and EcoAdventures

Works with Stewards' ED to develop new fee-based education and recreation programs for all ages and in all the state parks Stewards supports. Coordinates efforts with tourism industry.

Citizen Science Monitoring Programs

Oversees citizen science monitoring programs with staff and program coordinators. Current programs include pinniped monitoring, seabird monitoring, and fern watch.

Program Evaluation

Ensures that an effective process for evaluating program success is implemented. Ensures that evaluation procedures as outlined in successful grant proposals are carried out and reported to Stewards' ED for annual reporting.

Other Duties as Assigned

Including but not limited to handling and routing phone calls, filing, assisting with office upkeep and annual special fundraising and donor events.

Qualifications:

1. BA degree or extensive program management experience required
2. Multilingual Spanish-speaker preferred
3. Nonprofit and prior environmental education experience preferred
4. Excellent supervisory and organizational skills, strategic and relationship management skills, able to handle multiple priorities and manage multiple projects within deadlines
5. Experience with fee-based programs
6. Knowledgeable about the natural and cultural resources in Russian River area State Parks and Stewards' mission and volunteer programs
7. Ability to navigate and hike on uneven terrain for 5 miles
8. Possess excellent interpersonal skills, including excellent listening, verbal, and written communication skills, be comfortable and adept at speaking in front of groups and facilitating groups, and remain calm and courteous under pressure
9. Be computer and social media literate – Proficient with MS Office, Google docs, databases, Facebook, web postings. Experience with volunteer management systems a plus

10. Experience with training and/or leading individuals or groups of volunteers
11. Conflict management skills, including being able to let volunteers go
12. Ability to work in a fast paced work environment that values relationships, working as a team, and giving and receiving respectful, honest feedback
13. Ability to connect with diverse organizations: schools, businesses, government, faith organizations, etc.
14. Be able to lift 60 lbs, perform fine hand manipulation, operate a keyboard, view a computer screen, drive a car and answer telephones.
15. Possess a valid driver's license, reliable transportation and good driving record, must pass a background check

Salary and Benefits: Salary range starts at \$18 to \$20, depending on experience. PTO available after introductory period (3 months). Employee 403b plan offered. Medical stipend covers premiums paid by outside entity or uncovered medical costs as long as employee has a medical plan in place. Stewards is an At Will employer.

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