

Stewards of the Coast and Redwoods

SERVICE AIDE JOB DESCRIPTION

Full Time/Seasonal

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

CLASSIFICATION: Full Time/Seasonal. 24 to 40 hours a week.

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

ESSENTIAL FUNCTION: Stewards is seeking a qualified candidate, or candidates, to assist our organization in the daily park operational tasks. Job duties will be to help staff the entrance kiosk at Armstrong Redwoods, collecting day use fees, counting and reconciling moneys collected, answering phone calls and questions, registering campers, and deal tactfully with public. Job duties also include campground maintenance, including the bathroom cleaning, trash pickup, general janitorial, and road/trail maintenance tasks.

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

Qualifications/Experience: Commitment to the mission of Stewards, high school diploma required, AA degree preferred. Must wear an approved uniform and adhere to park grooming standards. Knowledge of California's natural and cultural history is desirable. Experience in the use of hand and power tools is highly desirable. Previous cash handling experience is required. Must have the ability to drive a personal vehicle and show proof of insurance to perform work duties. A driving record clear of major violations for a minimum of five (5) years required. Live scan is required. Mileage reimbursement provided. Spanish speaker a plus.

Salary Range: Starts at \$12.00 per hour, no benefits. Stewards is an At Will employer.

Application Procedure: Email cover letter and resume to Scott Lawyer, Field Operations Manager, scott@stewardscr.org. Applications will be accepted until all positions are filled.

No phone calls please.

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