
YOSEMITE CONSERVANCY POSITION DESCRIPTION

**TITLE: Volunteer Program Assistant****LOCATION:** Yosemite National Park**SUPERVISOR:** Volunteer Programs Manager**TYPE OF POSITION:** Seasonal Full Time, Non-exempt**DURATION:** April – October**PAY RATE:** \$15-\$17, per hour depending on experience**POSITION SUMMARY**

The Volunteer Program Assistant supports the daily operations and logistics of the month long Volunteer Visitor Information Assistants in Yosemite Valley. This position is responsible for ensuring approximately 200 volunteers throughout the summer season are well equipped and supported to enrich visitor experiences by delivering high caliber information to Yosemite's visitors from around the world. The Assistant is based out of the Yosemite Valley Field Office or occasionally the Yosemite Conservancy offices in El Portal. The Assistant will also help the Program Manager and Coordinator with aspects of the Volunteer Work Week program and Corporate Work Weekends as needed.

POSITION DUTIES AND RESPONSIBILITIES**ADMINISTRATIVE SUPPORT; 15% of time**

- Assist with intake of volunteer registrations and scheduling.
- Processing volunteer forms and compiling program metrics; preparing NPS reports.
- Ordering and preparing uniforms, equipment, supplies, and recognition items.
- Assisting in program and volunteer information quality control field observations.
- Supervising volunteers in conjunction with Volunteer Program Manager.
- Assisting with recognition dinners, food and site preparation, logistics, clean up.
- Photographing volunteers in action.

VISITOR INFORMATION ASSISTANT PROGRAM SUPPORT; 75% of time

These volunteers serve for a month in Yosemite Valley, Wawona, and Tuolumne Meadows. The Program Assistant will focus on the Yosemite Valley volunteers by:

- Creating Yosemite Valley work schedules for each monthly group.
- Preparing training materials and assisting in monthly trainings.
- Facilitating supply deliveries to volunteer stations and ensuring proper collateral is stocked.
- Assisting with Yosemite Valley campground and work stations seasonal set up and take down.
- Overseeing Yosemite Valley campground move-in days.
- Supervising team leaders and volunteer support staff.
- Maintain, clean, and organize Yosemite Valley Field Office – shared space.
- Manage volunteer bike share program with basic maintenance and upkeep

WORK WEEK CREW SUPPORT; 5% of time

The Conservancy schedules numerous projects in Yosemite Valley, Wawona, and the High Country. Tasks to support these crews may include:

- Coordinating and hauling a supply trailer to and from campgrounds on weekends.
- Assisting with inventory and upkeep of camp kitchen equipment and supplies.
- Assisting camp cooks with kitchen set-up and tear down on move-weeks.
- Greeting new volunteers if present in camp on Sundays

CORPORATE WORK WEEKEND CREW SUPPORT; 5% of time

There are up to five corporate weekends which are facilitated by a volunteer event host.

The program assistant supports the host by:

- Preparing supplies and facilitating delivery to campsite.
- Assisting the host for the weekend as needed.

POSITION REQUIREMENTS

Education and Experience:

- High School Diploma.
- At least one season of related experience.
- Prior work experience in Yosemite National Park preferred.
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Knowledge, Skills and Abilities:

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy.
- Experience and knowledge of Yosemite National Park layout, trails, policies and regulations.
- Demonstrate ability and experience with facilitating groups.
- Ability to work unsupervised.
- Good communication skills with an engaging, interactive and positive style.
- Well organized with time management and project/ event management.
- Ability to establish rapport and engage with a variety of individuals of all cultures and ethnicities.
- Extensive knowledge of safe work practices; able to teach, guide and monitor participants to prevent and minimize accidents.
- Valid CA driver's license required.

Physical Requirements and Work Environment:

- Sometimes sits at a computer station and operates electronic equipment.
- Skillful use of a bicycle, walking, shuttle bus, or occasional vehicle for transportation around Yosemite Valley.
- Able to stand, bend, stoop, crouch, walk while working.
- Fluctuating schedule includes evenings, weekends, and possible split shifts.
- Able to lift, carry objects weighing up to 45 pounds when moving supplies/inventory.
- Able to walk on uneven ground at high elevation and in challenging weather.

To Apply:

Send cover letter and resume to ebrosk@yosemite.org

Application deadline: January 24, 2020

For further questions you may contact Emily Brosk at 209-379-2317 x 14 or send an email to the address above.