



YOSEMITE
CONSERVANCY

Volunteer Programs Assistant

Position type: Full-time (non-exempt) Seasonal mid-April through mid-October

Reports to: Director of Volunteer Programs

Location: El Portal, CA / Yosemite National Park

The Volunteer Programs Assistant is responsible for administrative and logistical support of the Yosemite Conservancy Volunteer Program. This role works collaboratively with the Director of Volunteer Programs and the Volunteer Coordinator to ensure the Conservancy's programs are logistically sound, expertly implemented, and that volunteers are prepared for a successful and transformative Yosemite experience.

This role is involved in three volunteer program areas:

- Visitor Information Assistant Program support of up to 18 volunteer crews based out of Yosemite Valley, Wawona, Tuolumne Meadows, and Hodgdon Meadows rotating in and out each month from May through September.
- Work Week Crew support of 15+ projects in Yosemite Valley, Wawona, and the High Country.
- Corporate Weekend support of up to five corporate weekends.

Who We Are

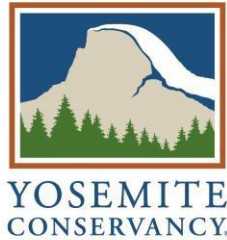
We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Volunteer Programs Assistant reports to the Director of Volunteer Programs and is responsible for the following:

Leads:

- Processing volunteer forms and collected data, preparing NPS reports.
- Ordering and preparing uniforms, equipment, supplies, and recognition items.
- Administers volunteer program evaluations and assists with volunteer performance evaluation.
- Assist with volunteer recruiting and community outreach.
- Preparing training materials and assisting in monthly trainings.
- Preparing all campsites for volunteer assignments and arrivals.
- Facilitating supply deliveries to volunteer stations.
- Overseeing Yosemite Valley campground move-in days.
- Coordinating hauling work week supply trailer to and from campgrounds on weekends.
- Preparing supplies and facilitating delivery to campsite.



Supports:

- Volunteer program logistics with volunteer crews in concert with Director of Volunteer Programs and Volunteer Coordinator.
- Support creation of Yosemite Valley work schedules for each monthly group.
- Program and volunteer performance evaluations.
- Collaborates with the marketing team to promote volunteer opportunities and enrich digital and print content creation.
- Assisting with VIA campground and workstations seasonal set up and take down.
- Work Weeks with inventory of camp kitchen equipment and supplies.
- Assisting the volunteer host for the weekend as needed.
- Assisting with recognition and appreciation events.

Who You Are / Keys to Success (the must-haves)

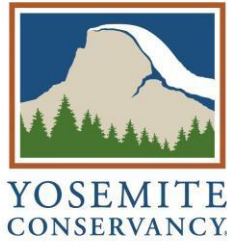
To be successful in this job, you will excel in these areas:

Hard skills:

- Demonstrated ability to implement a range of outdoor programming logistics.
- Strong office administration, computer skills, and ability to work with new software and technology is a must.
- Familiarity with Yosemite National Park summer operations.
- Background in leading people in the outdoors.
- Valid California Driver's license
- Ability to pass a background check and clearance to drive company vehicles.

Soft skills:

- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Ability to work independently and in a group setting.
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Collaborative, creative, and flexible with a sense of humor.
- Patient and understanding of people.
- Able to prioritize and act quickly and thoughtfully on the myriad of logistical challenges that are endemic to working in Yosemite National Park.
- Highly independent, self-starter who displays initiative in taking on new projects.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.



The following are plusses, but not requirements:

- H.S. diploma required/college degree preferred.
- At least one year of related experience in outdoor program administration.
- Outdoor program risk management experience.

Working Conditions

- Primarily *boots on the ground* in Yosemite Valley with some of office and computer-based work. A Yosemite Conservancy vehicle or bicycle will be used for transportation around Yosemite Valley.
- Meetings, field observations, and general relationship-building with park-based staff, colleagues, and partners will involve consistent weekend and evening hours and travel on uneven ground.
- Potential to lift, carry or otherwise move objects weighing up to 30 pounds.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and based in Yosemite Valley, in Yosemite National Park. Touchdown office space will be available in Yosemite Valley and at the Yosemite Conservancy office in El Portal. Housing is available in El Portal. This position comes with seasonal employee benefits of 24 hours of sick leave.

The compensation for this position ranges from \$18-\$20/hour, depending on experience.

How to Apply

Please send a cover letter and resume in a single PDF file to ebrosk@yosemite.org. Deadline for application is February 1, 2023.

COVID-19 update: Yosemite Conservancy is **STRONGLY** recommending that everyone be vaccinated for COVID-19 and current with COVID-19 boosters for their health and safety as well as that of our community. Working in Yosemite National Park comes with a lot of exposure to many people from around the world. The Conservancy sees vaccines as a crucial part of keeping our staff and volunteers healthy and our operations open.