



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
King Gillette Ranch
26800 Mulholland Highway
Calabasas, California 91302
Phone (818) 878-0866 Fax (818) 878-0508

JOB OPPORTUNITY BULLETIN

Interpreter I
September 4, 2014

PRIMARY RESPONSIBILITIES

- Research, develop, and conduct a variety of interpretive programs of natural and cultural resources for the general public and specialized audiences which demonstrate the best practices of interpretation and visitor service at a variety of park locations;
- Take the lead, as a project manager, for special projects and programs that require independent decision making, program development and serving as a liaison with partner organizations, as well as identifying and developing new partnerships;
- Manage and coordinate programs with community partners including Youth Leadership Series, family excursions, and public programs;
- Serve as a positive role model and mentor for youth participants from a diversity of backgrounds;
- Supervise Outdoor Leaders and other trainees;
- Represent the agency at public and community meetings;
- Contribute to interpretive publications, including brochures, flyers, newsletters, promotional materials for new and existing programs, and Symbiosis magazine;
- Create program outlines which include themes, goals, measurable objectives and which comply with the basic standards of the profession;
- Staff Residential Outdoor Camp and/or camping programs, includes hands-on outdoor activities; moderate hiking; facilitate team-building activities; lead games, campfires, and other evening programs; provide support as needed to ensure efficient running of program;
- Lead subject matter trainings for staff, youth, volunteers, and others;
- Staff Sooky Goldman Nature Center and Anthony C. Beilenson Interagency Visitor Center as needed.
- Execute administrative duties in a timely fashion and according to agency protocol including time sheets, basic program outlines, updates, and correspondence;
- Help as needed on interpretive programs at agency parks and special events;
- Perform related duties as required.

POSITION REQUIREMENTS

- Bachelor Degree in related field desired, extensive experience working with youth combined with coursework may be accepted;
- Work evening and weekend hours;
- Ability to work independently and carry out assignments with little or no supervision;
- Knowledge of the principles of Interpretation;
- Reliable transportation for travel to locations in Los Angeles & Ventura Counties;
- Work is accomplished in both indoor and outdoor settings, and includes standing, walking, and hiking for extended periods of time;
- Wear MRCA provided uniform in a clean and professional manner;

- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position;
- Submit fingerprints to Department of Justice, have a record clean of violent or serious felonies as defined in California Penal Code Sections 667.5 and subdivision (c) 1192.7;
- Must be physically fit, and pass a physical examination including a drug test;

DESIRED QUALIFICATIONS

- Ability to speak and write Spanish, highly preferred;
- Knowledge and understanding of natural and cultural resources of the Santa Monica Mountains;
- Basic First Aid & CPR;
- Ability to work with children of diverse backgrounds in an engaging and appropriate manner;
- Certified Interpretive Guide, preferred.

REQUIRED HOURS

40 hours per week, varying days, nighttime and weekend hours, and occasional overtime work upon prior approval by supervisors. The position will work at various agency locations, the office location may be located at the following locations including Franklin Canyon Park, Vista Hermosa Natural Park, Temescal Gateway Park, King Gillette Ranch, or Los Angeles River Center & Gardens.

COMPENSATION

Successful applicant will be hired as Interpreter I. The hourly rate range for this title is \$15.84 - \$19.44.

BENEFITS

Health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules.

HOW TO APPLY

Submit the following items electronically in PDF or MS Word format: cover letter, resume, and the names of at least three references with contact information. Email to Jamie.Cabral@mrca.ca.gov with "Interpreter I" in the subject field. Interviews will be scheduled shortly thereafter at MRCA's office in Calabasas, or another MRCA park location. Resumes will be accepted on an ongoing basis until position is filled.

DESCRIPTION OF AGENCY

The Mountains Recreation and Conservation Authority (MRCA) is a full service park agency that was created in 1985. Our mission is to protect and preserve park and open space lands surrounding Los Angeles as well as urban natural parks and parks along the Los Angeles River and to ensure that parkland is accessible and welcoming to the public. The MRCA is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo

Recreation and Park District and the Rancho Simi Recreation and Park District. This position is within the Division of Interpretation, which is responsible for youth leadership development, community outreach, visitor service information, public programs, volunteer services, transportation to our parks and our newsletter, Symbiosis.

Visit our websites: www.Facebook.com/LAMountains
www.LAMountains.com
www.mrca.ca.gov