



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
King Gillette Ranch
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Phone (818) 878-0866 Fax (818) 878-0508

JOB OPPORTUNITY BULLETIN
October 5, 2011

The MRCA Division of Interpretation & Education

Job Title: Coordinator of Volunteer Programs

The Mountains Recreation & Conservation Authority (MRCA) is recruiting for the position of Coordinator of Volunteer Programs. The Coordinator of Volunteer Programs joins MRCA's Division of Interpretation and reports directly to the Chief of Interpretation. The role requires an organized, motivated, articulate individual who is able to perform an array of tasks with minimal oversight and guidance. Candidates must possess good decision-making skills and the ability to use good judgment.

The Coordinator of Volunteer Programs is a full-time permanent position that will oversee volunteer programs associated with the Division of Interpretation, including but not limited to volunteer docent led programs for school children and the general public at multiple sites.

Volunteer Duties:

- Recruit, and hire qualified volunteer staff to lead school and public hikes;
- Train, retrain, mentor and coach new and existing volunteers on program development and delivery skills;
- Provide direct supervision, development, and scheduling of volunteers, and ensure that volunteers follow safety procedures with themselves and visitors in all program areas;
- Develop and coordinate a calendar of volunteer programs that meet the needs of the agency, offer a variety of engaging programs, and cover assorted park locations;
- Liaison with agency park partners;
- Write and distribute bi-monthly volunteer newsletter;
- Coordinate with the Interpretive Division to host seasonal volunteer gatherings and enrichment trainings
- Coordinate program needs with individual site managers;
- Maintain a positive relationship with volunteers via telephone, one-on-one interactions, quarterly meetings, memos, emails, and notes;
- Maintain a positive and clear communication with volunteers regarding updates, trainings, schedule changes, and upcoming events.
- Provide support visitor services in WODOC Nature Center and at scheduled programs.
- Supervise WODOC Visitor Services Coordinator.
- Coordinate the maintenance and development planning of the WODOC Nature Center with Visitor Services Coordinator.

General Position Duties:

- Ability to observe volunteer behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Report to or attend divisional meeting to provide updates on volunteer programs;

- Maintain clear and positive written and verbal communication with all staff;
- Help as needed on interpretive programs at agency parks and special events;
- Execute administrative duties in a timely fashion and according to agency protocol including time sheets, reports, updates, and correspondence;
- Perform related duties as required;

Knowledge and Understanding of:

- Factors influencing volunteer motivation
- Principles of coaching and mentoring volunteers to achieve their best performance
- The principles of Interpretation
- Experience in the development and delivery of programs and activities for similar population;
- Natural and cultural history of the Santa Monica Mountains;

Ability to:

- Ability to use various word processing, graphic, and design computer software programs;
- Ability to establish and maintain cooperative working relationships with those interested in the work of the program and staff;
- Ability to plan environmental, and/or natural resource events;
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position;
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to plan and escort guided tours, explain specific points of interest in each natural area, and interpret the ecology, and natural history values
- Manage and communicate with large diverse audiences

Requirements:

- Provide evidence of free from tuberculosis
- CPR/First Aid Certification;
- Work is accomplished in both indoor and outdoor settings, and includes standing, walking, and hiking multiple miles, for extended periods of time;
- Must be physically fit, including the ability to hike for up to 10 miles and will be required to pass a physical examination that includes a drug test;
- Have a record clean of violent or serious felonies as defined in California Penal Code Sections 667.5 and subdivision (c) 1192.7;
- Submit fingerprints to the Department of Justice via Live Scan;
- Provide a Voluntary disclosure form and criminal history record;
- Complete and submit an MRCA Health form as required by Section 30750 of the H&SC;
- Wear MRCA uniform, when appropriate.

Experience:

A bachelor degree and 4 years of experience managing a volunteer program and/or project management, preferred. Proven ability to motivate volunteers, maintain working relationships with volunteers, and maintain program quality. Supervisory or management experience, preferred in visitor services, interpretation, or volunteer services.

Required Hours:

40 hours per week, varying days, nighttime and weekend hours, and occasional overtime work upon prior approval by supervisors. Primary office location is Franklin Canyon Park 2600 Franklin Canyon Drive, Beverly Hills, CA 90210. Satellite offices are located at Temescal Gateway Park 15601 Sunset Blvd, Pacific Palisades, CA 90272 and King Gillette Ranch 26800 Mulholland Hwy, Calabasas, 91302. The start date depends on the selection process and candidate availability. Applicants need to consider the multiple site locations prior to applying.

Compensation:

Successful applicant will be hired as Coordinator of Volunteer Programs, step 2. The hourly rate for this title is \$18.51 per hour, plus paid holidays, vacation, sick leave, health insurance, and CalPERS retirement.

How to Apply:

Submit a letter of interest, resume, and the names of at least three references by: 9:00am on Tuesday, November 1, 2011. Interviews will be scheduled shortly thereafter at MRCA offices.

SUBMIT RESUME ELECTRONICALLY:

Letter of interest, resume, and the names of at least three references should be submitted electronically in **MS Word or PDF format** to jamie.cabral@mrca.ca.gov with "Coordinator of Volunteer Programs" in the subject field.

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and 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. These public agencies work together to preserve the open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California. This position is within the Division of Interpretation, which is responsible for visitor service information and distribution, development and delivery of interpretive materials, development and delivery of interpretive and education programs for the public, volunteer services, Outdoor Education Camps at two locations, the Recreational Transit Program and our Quarterly Newsletter.

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