



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

LOCATION

Jenner Headlands is a spectacular 5,630 acre Preserve, just north of the coastal town of Jenner in Sonoma County, California.

THE POSITION

The part-time Trailhead Steward serves as a visible presence at the Gateway to the Headlands trailhead. Visitors have hiking access to 14 miles of trails leading through a variety of habitats. The gateway steward primarily interacts with visitors and promotes access and safety awareness; assists with cleaning restrooms and keeping parking lot and trailhead litter free. The Trailhead Steward is responsible for closing the parking lot gates and restroom each scheduled shift.

The ideal candidate will have a love for hiking, nature, and a desire to speak with visitors about The Wildlands Conservancy's mission, and the Jenner Headlands Preserve.

Position requires weekend and evening work, working approximately 20 hours per week.

ESSENTIAL FUNCTIONS

Greets and engages with visitors and provides access information to the general public, emphasizing information about The Wildlands Conservancy and its work, and stewardship of the Preserve's natural resources. Informs visitors of preserve rules, boundaries, and promotes safety.

Checks restrooms, restocks supplies, and performs routine cleanings, trash/ recycling removal, and maintenance.

Monitors parking areas, maintains the cleanliness of the parking lot, including litter removal.

Responsible for closing the Preserve gates and restrooms each shift.

Demonstrates good people and communication skills, works cooperatively with others, and effectively deals with difficult behavior or confrontational situations using authority of the resource techniques.

Monitors grounds for hazards, performs trail repair and clean-up as needed, removes litter.

Provides maintenance and monitoring of landscape and wetland plants at parking lot, as directed by management.

Immediately informs Ranger or Management of any emergencies, incidents, safety concerns, or maintenance needs. Pro-active in investigating issues and calling local authorities when necessary.

Records and reports visitor comments, recreational trends, and visitation counts.

Patrols and maintains sections of the trail on foot, provides protection and security to the land and its resources.

May assist in eradication of non-native species and grasses.

Assists staff with special events and on special patrols as needed.

Performs other duties relating to land stewardship as assigned.

May assist with Northern Spotted Owl night surveys

QUALIFICATIONS

- At least 18 years of age.
- Communicate effectively with the public, demonstrate good people skills including being outgoing, friendly, and able to effectively deal with difficult (potentially confrontational) situations
- Ability to operate a motor vehicle, valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Pass Live Scan criminal history background check and TB clearance (post-job offer).

COMPETENCY REQUIREMENT

- Effectively interact and engage with visitors.
- Effectively handle difficult or confrontational behavior with discretion.
- Work with minimal direct supervision.
- Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS

- Hike a minimum of five miles in uneven terrain, in all weather conditions.
- Ability to perform routine restroom cleaning.
- Perform routine walking, standing, sitting, reaching, bending, kneeling, speaking (including on radio and telephone), hearing, seeing, speaking on radio, telephone, and in person. Lift carry, pull and push a minimum of 50 pounds.

CLASSIFICATION

Part-time, non-exempt

EQUAL EMPLOYMENT OPPORTUNITY

The Wildlands Conservancy is an Equal Employment Opportunity Employer. All employment is decided on the basis of qualifications, merit, and organizational need. We conduct our relations with employees and applicants for employment without regard to race, color, religion (including religious dress or grooming practices), sex or gender (including gender identity and gender expression), sexual orientation, pregnancy (including childbirth, breastfeeding or related medical conditions), age (over 40), physical or mental disability, national origin or citizenship status (including language use restrictions, applicants and employees who hold a driver license granted under vehicle code 12801.9), marital status (including registered domestic partner status), ancestry, medical condition, AIDS/ HIV, genetic characteristics or genetic information, military service or veteran status, political activities or affiliations, or any other characteristics protected by federal, state, or local laws prohibiting discrimination.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is for an unspecified term and is based upon mutual consent and may be terminated at will by either party. Therefore, employment and compensation may be terminated by TWC or me "at-will" at any time, for any or for no reason, with or without cause or prior notice.

The at-will nature of employment relationship with TWC means that the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfers, layoff, compensation, benefits, job duties and responsibilities, hours and schedules, work assignments, and location of work, may be changed by TWC at any time, with or without notice, and for any or for no reason. Although other terms or conditions of employment may change, this at-will aspect of employment will remain in effect throughout employment with TWC, unless there is a written agreement to the contrary.

HOW TO APPLY

- E-mail resume and cover letter expressing your interest in this position to: jobs@twc-ca.org
- Position Open until filled