

TITLE: Canoe Program Coordinator

UPDATED: December 2007

SALARY RANGE: \$10/hour

STATUS: Non-Exempt, full-time, seasonal

DURATION: mid-May to mid-September

ORGANIZATION: Mono Lake Committee

LOCATION: Lee Vining, CA

SUPERVISED BY: Education Director

The Canoe Program Coordinator manages the Mono Lake Committee's weekend canoe tour program on Mono Lake and coordinates private tours. The Coordinator is responsible for running between 6-8 programs per week once the summer season begins. The Coordinator must work closely with other staff to coordinate safe, high-quality, guided programs. The Canoe Coordinator maintains the canoe equipment and manages reservations and canoe revenue. This position is ideal for those wanting to further their interpretive and communication skills, guiding experience, and to gain experience in the environmental, non-profit world.

PRIMARY RESPONSIBILITIES:

Lead interpretive canoe tours on Mono Lake for the public each weekend, and for the Mono Lake Committee's residential outdoor education program as needed.

Work as a team leader in the field with other seasonal staff.

Manage reservations, take reservations, and organize paperwork; basic bookkeeping, process canoe tour revenue.

Assist with one weekend kayaking seminar.

Staff the Information Center & Bookstore counter, providing information and answering questions for visitors, and subscribing members for the Mono Lake Committee. Duties on the front counter also include handling retail sales, stocking shelves, and keeping up store appearance.

Answer phones, fulfill information requests via phone, mail and email, process new Mono Lake Committee memberships, and other office tasks as needed to support successful office operations.

Other duties as assigned based on skills, interest, initiative and organization needs.

QUALIFICATIONS:

Paddling experience

Strong communication and leadership skills—both written and verbal.

Strong work ethic, positive attitude, and team player approach.

Desire to learn more about how a successful non-profit operates.

Ability to be flexible under a changing schedule.

Desire to interpret natural history and environmental water issues for the public.

Desire to understand and solve environmental problems from a solution-oriented perspective.

An ability to quickly understand complicated natural history and California water issues.

A car is required for work related travel (mileage is reimbursed), and a good driving record is required. Final hiring is contingent on approval of driving record.

Ability to perform heavy lifting of canoes and other equipment.

First Aid and CPR certification required, WFR and/or lifeguard certification is a plus.

Experience driving a large truck towing a trailer is helpful but not required.

GENERAL INFORMATION:

The Mono Lake Committee is a 15,000 member citizen's group dedicated to: the permanent protection and restoration of the Mono Basin ecosystem; educating the public about Mono Lake and the impacts on the environment of excessive water use; and promoting cooperative solutions that meet real water needs without transferring environmental problems to other areas.

The local area is comprised of sagebrush steppe, piñon-juniper, and Jeffrey pine forest communities, 46,000 acres of Mono Lake, numerous 12,000+ ft. Sierra peaks, and plug-dome volcanoes. The Mono Lake Committee Information Center and Bookstore is in the town of Lee Vining (pop. 400, elev. 6780'), on the eastern edge of Yosemite National Park overlooking Mono Lake. The town is located adjacent to the Mono Basin National Forest Scenic Area, and the Ansel Adams and Hoover Wilderness areas. Lee Vining is situated along Hwy 395, 27 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

The Canoe Coordinator position is full-time, seasonal, from mid-May to mid-September. The Canoe Coordinator receives \$10 an hour and works 40 hours per week with 2 consecutive days off. Housing is available through the Committee at \$175/month (sorry, no pets). Staff receive a discount on merchandise from the Information Center & Bookstore, and get the great benefit of working for a successful environmental non-profit. Canoe training, field orientation, background natural history and water issues training are provided.

APPLICATION PROCESS: We will accept cover letters and resumes until this position is filled for the 2008 season.

For more information and/or to submit cover letter and resume contact Bartshe Miller bartshe@monolake.org at the Mono Lake Committee, P.O. Box 29, Lee Vining, CA 93541, (760) 647-6595 or visit www.monolake.org.