

**TITLE:** 2020 Canoe Program Coordinator  
**PAY:** \$13.00–\$14.00/hour, based on experience  
**STATUS:** Non-exempt, full-time  
**DURATION:** mid-May to mid-September  
**ORGANIZATION:** Mono Lake Committee  
**LOCATION:** Lee Vining, California  
**SUPERVISED BY:** Education Director



**Description:**

The Mono Lake Committee is a 16,000 member non-profit citizens' group dedicated to the 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.

Seasonal staff bring fresh energy, perspective and diverse knowledge to our organization. Each year we provide all seasonal staff with comprehensive training to develop a thorough understanding of the Mono Basin and the Mono Lake Committee.

As the Canoe Program Coordinator, you will manage the Mono Lake Committee's weekend canoe tour program on Mono Lake, coordinate weekday canoe tours for the Outdoor Education Center program, and arrange for private tours. You are responsible for running between six and eight programs per week once the summer season begins. You must work closely with other staff to schedule tours and ensure safe, high-quality guided programs. You maintain the canoe equipment and manage reservations and canoe revenue. You will also be responsible for towing the canoe trailer to and from launch site. 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.

The Mono Lake Committee values a diverse, inclusive, and equitable workplace where all employees and volunteers feel respected and appreciated. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments.

**In this role you will:**

- 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; complete basic bookkeeping and process canoe tour revenue.
- Maintain and clean canoe program equipment and storage space.
- Assist with canoe safety and interpretive training of other seasonal staff.
- Staff the Information Center & Bookstore counter, providing information and answering visitors' questions, 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.
- Provide interpretive environmental education walking tours of the South Tufa area for the public.
- Answer phones, fulfill information requests via phone, mail, and email, assist with Mono Lake Committee membership projects and recruitment, 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 and a positive and collaborative attitude.
- Desire to learn more about how a successful non-profit operates.
- Excellent customer service and money handling skills.
- Ability to be flexible under a changing schedule.
- Ability to work one or two opening shifts (7:30am start) per week in the Information Center & Bookstore. Ability to work one or two closing shifts (until 9:30pm) per week in the Information Center & Bookstore.
- Ability to work starting at 6:30am at least twice a week.
- Ability to perform heavy lifting of canoes and other equipment.
- A valid driver's license and good driving record are required (contact us with any questions).
- Must pass a background check to confirm you do not have any criminal violations relevant to working with youth.
- WFR and/or lifeguard certification a plus, but not required.
- Experiencing driving a large truck towing a trailer is helpful, but not required.

**Benefits:**

- Employee discount on merchandise in the Information Center & Bookstore.
- Paid time off for observed holidays that occur during time of employment.
- Comprehensive training on Mono Basin ecology, water policy, interpretation, retail, and more.
- First Aid and CPR certification training provided. Certification required for this position.
- Mileage is paid for all job-related travel from place of work in personal vehicle.
- Affordable shared housing within walking distance of the office may be available.
- Working at Mono Lake!

**Additional information:**

The Mono Basin is comprised of sagebrush steppe, piñon-juniper, and Jeffrey pine forest plant communities, 46,000 acres of Mono Lake, numerous 12,000+ foot Sierra peaks, and plug-dome volcanoes. The Mono Lake Committee Information Center & Bookstore is in the town of Lee Vining (pop. 400, elev. 6,780'), 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 Highway 395, 27 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

The Canoe Program Coordinator position is full-time, seasonal, from mid-May to mid-September. The Canoe Program Coordinator works 40 hours per week with two consecutive days off. Shared housing may be available through the Committee at \$275/month (sorry, no pets).

**Application Process:**

If you meet more than 75% of the qualifications of this description, we support your application.

Applications will be accepted starting January 1, 2020. To apply, send a cover letter and resume via email to Rose Nelson, Education Director ([rose@monolake.org](mailto:rose@monolake.org)). Applications will be accepted until all positions are filled.

For any more information or clarification on the job description, contact Rose Nelson at (760) 647-6386 x113 or visit [monolake.org/mlc/jobs](http://monolake.org/mlc/jobs).