



# River Operations Coordinator

## Position Description

### Background

Restoring natural river systems is critical to successfully adapt California's water management to the future of climate change. Friends of the River seeks to engage all California communities in protecting and restoring California rivers, to sustain life itself and provide the foundation for a water system that is just, resilient, sustainable and practical. Friends of the River protects and restores the rivers of California by influencing public policy and inspiring citizen action.

### River Operations Coordinator

Friends of the River seeks a passionate river advocate, a leader and team player with the passion to provide meaningful outdoor experiences that will help move people to action. The position is seasonal from April through September, and full-time during the 6 month period. The River Operations Coordinator supports organizing events, individuals, volunteers, communities, and organizations to inspire citizen action in close alignment with FOR policy objectives. This position reports to the Engagement Manager, and works closely with FOR staff, engaged board members, volunteers and advisors.

This position is focused in 2 areas:

- The primary focus of the River Operations Coordinator is supporting FOR's river program, which includes annual Guide Activist Training, and providing river trips and outdoor river events on the South Fork of the American and other rivers throughout California
- The River Operations Coordinator will also support a variety of outdoor, community-based and virtual organizing events to grow FOR's base of members, activists, and volunteers to strengthen FOR's policy objectives.

### Duties and Responsibilities

- **River Operations Coordination** – Work with volunteers, and FOR staff to provide a fun, safe, financially sound river program. Serve as the primary coordinator and point of contact for FOR river events, including but not limited to: Guide Activist Training, American River trips, and selected river trips and events in other areas.
  - Develop and implement event plans and budgets.
  - Organize and facilitate planning calls, meetings, and webinars.
  - Secure required permits. Ensure compliance with all city, county, state, and federal agency requirements.
  - Help market events through FOR email, social media and community channels.

- Support development of event marketing materials, volunteer and member communications.
- Coordinate food, shuttles, equipment, and transportation. Inventory and maintain equipment.
- Solicit volunteers and guides, conduct volunteer training, and coordinate guides & volunteers during events.
- Interface with event participants and volunteers to ensure they have a fun, safe, and rewarding experience with FOR.
- **Support Volunteers and Guides:** Help establish and sustain a volunteer core that is trained and knowledgeable for FOR's river and policy programs. Update and maintain a database of volunteer opportunities, training requirements, and the volunteer manuals, policies and procedures
- **Safety** - Maintain and improve a strong safety & risk program for participants, staff and volunteers.
- **Reliable Information Systems and Workflow** - Maintain and improve data, systems and processes for training volunteers, marketing, soliciting event participants, recruiting volunteers, event registration, surveying experience, reporting on outcomes and other relevant workflows. Analyze and summarize project data for reporting to team, board, FOR members, and funders.
- **Event Coordination & Support** – Help support other engagement and fundraising events (such as tabling events, the California River Awards and Rendezvous by the River), by helping with planning, coordinating volunteers and other tasks as needed.
- **Communications:** Produce high quality written materials to support engagement activities. Contribute to FOR communications regarding engagement activities and programs.
- **Team Participation:** Contribute to organizational evolution and team discussions. Foster productive work relationships with others. Follow FOR practices, procedures, and policies.

## Required Qualifications

- 1 or more years of professional experience in at least of one of the following; coordinating events, managing complex projects, organizing volunteers, recreational guiding, or supervising recreational operations.
- Outstanding skills in event coordination, project management, and meeting facilitation.
- Strong people skills, with proven ability to engage diverse audiences – individually and in groups.
- Demonstrated passion for environmental, water, river, and watershed advocacy
- Demonstrated commitment to social justice and equity.

- Demonstrated ability to create a culture of respect, inclusion, empowerment, fun, courage and high performance through personal leadership
- Demonstrated excellent written and verbal communications
- Ability to self-balance multiple priorities, manage details accurately, meet deadlines, and produce high-quality materials.
- Demonstrated experience and competency being out-of-doors, and love of outdoor recreation.
- Excellent personal, mobile and cloud-based technology skills, including office software. Facility with social media platforms.
- Excellent quantitative analytic skills, proficiency with excel and database analytics.
- First aid and CPR certification.
- Flexible and positive outlook in the face of big challenges like the climate crisis, curious, independent with collaborative work style

**Preferred Qualifications:**

- Professional whitewater guide experience, or whitewater rafting skills
- Spanish language skills

**Salary & Benefits**

- The position is seasonal for 6 months, full-time.
- Salary is \$4,000 to \$4,600 monthly depending on experience.
- Benefits are prorated relative to FOR annual benefits for paid holidays, vacation and sick time.

**Location:**

- The job location is at the FOR offices in Sacramento.
- Candidates may have the option to work remotely, at the discretion of their manager, when business needs do not require presence in the office.
- Travel to the Sacramento state capitol, the South Fork of the American River, and other locations throughout the state is required to meet the job objectives.

**Physical & Functional Requirements:**

- California driver's license
- Travel within the state of California, mostly in Northern California, and access to a reliable automobile
- Ability to hike and walk for up to 4 hours
- Ability to lift 50 lbs
- Ability to participate in Swiftwater Rescue Training
- Evening and weekend work is required for events throughout the year.
- Able to work on a computer for up to 8 hours a day and sit at a desk for extended periods; able to read a computer screen and manual dexterity to operate a keyboard.
- Able to speak clearly on the phone, in person and be understood by others.

- For events, meetings, and a safe return to the office, COVID-19 vaccine will be required from all staff (medical exemption must be authorized by a medical professional)

**Application Process:**

- Please submit a cover letter and resume to [janndorman@friendsoftheriver.org](mailto:janndorman@friendsoftheriver.org).