



Point Reyes National Seashore

Site Supervisor

Doug Hee

Title of Supervisor

Volunteer Coordinator

About the Park Site

Point Reyes National Seashore was established in 1962 to preserve and protect wilderness, natural ecosystems, and cultural resources along the diminishing undeveloped coastline of the western United States. The park is a triangular peninsula blanketed with subtle natural features nestled over a variety of ecosystems. Point Reyes is home to a diversity of plants and animals, both terrestrial and marine.

About the Position

The CVA serves as a member of the park's Volunteer Engagement Office along with the CVA's supervisor and two volunteers. The Volunteer Engagement Office oversees the park's volunteer program. The CVA will be involved in behind the scenes planning and coordination individually and with teams to help expand volunteer opportunities and will outreach to existing and new audiences, including youth and underrepresented populations.

Responsibilities will include:

- using data-informed, strategic planning for focused outreach efforts and volunteer program development
- conceptualizing and implementing recruitment campaigns to advertise volunteer opportunities via social media and other platforms, which includes developing and writing position descriptions
- collaborating with teams to coordinate and lead volunteer activities on National Days of Service
- communicating with park- associated groups and community organizations to

Driving Requirements

A personal vehicle is **required** with a clean driving record (3 years) and

Typical Schedule

Tuesday-Saturday: 8:30 am to 5:00 pm (Winter) and 9:00 am to 5:30 pm (Summer). Service days and hours may vary occasionally to meet the needs and schedules of special events.

Ideal Ambassador

Work Ethic and Attitude

- Willing to learn
- Accountable
- Service-oriented
- Genuine and empathetic

Basic Skills

- Produce clear, concise, and professional writing
- investigative of need and a resourceful problem-solver
- able demonstrate cultural competence and compassion when interacting with people from diverse socio-economic status, ages, and racial/ethnic background

Relevant Experience

- Some experience in customer service, public relations, and marketing
- Experience in leading groups

Housing

Housing, if available, will most likely be shared government housing at the Lighthouse apartments where the CVA intern will have his or her own private bedroom but shared communal spaces and laundry facilities. Phone and internet is available at the CVA's expense.

Nearby Attractions and Amenities

Point Reyes National Seashore is only a one hour drive from San Francisco and the Golden Gate National Recreation Area. Both highlight a wide array of cultural and educational opportunities and resources. Also, two state parks and municipal water district land close to the park offer extended recreational opportunities.

Preferred Majors

Education, Natural Resource Management, Program Management, Social Work, or other relevant disciplines