



## Position Description Sierra Nevada AmeriCorps Partnership

<b>Great Basin Institute - South Lake Tahoe, CA</b>	
<b>Position Title:</b>	<b>Type:</b>
<i>Operations Coordinator, Tallac Historic Site and Taylor Creek Visitor Center</i>	<input type="checkbox"/> Full Term <input checked="" type="checkbox"/> Half Term

**Organizational Background:** The Great Basin Institute is an interdisciplinary field studies organization that promotes environmental research, education, and conservation throughout the West. Founded in 1998 at the University of Nevada, Reno, the Institute’s mission is to advance applied research and ecological literacy through community engagement and agency partnerships to support national parks, forests, open spaces and public lands. GBI is a member of the Great Basin Landscape Conservation Cooperative (LCC), a multi-agency collective that brings together researchers, tribes, universities, federal, state and local governments, and non-governmental organizations to address and protect the natural and cultural resources essential to sustaining our health and quality of life. GBI’s Visitor Services programs have been growing rapidly, and now include operations at three USDA Forest Service Sites, Galena Creek Visitors Center, Taylor Creek Visitor Center, and our newest addition, Tallac Historic Site. Both Taylor Creek and Tallac are located on the beautiful south shore of Lake Tahoe and attract thousands of visitors each year to learn about the rich ecological and human history of the area.

**Number of Member Positions at this Site:** *1 Half Term.*

**Site Supervisor’s Name(s) and Title(s):**

*Erin Gavlock, Visitor Services Administrator, egavlock@thegreatbasininstitute.org*

**Position Description:**

*The Operations Coordinator of the Tallac Historic Site and Taylor Creek Visitor Center will work closely with GBI administrators, Forest Service management and on-site staff to perform the following duties:*

- Maintain partnerships and agreements with the USDA Forest Service & retail vendors through good communication and timely reporting
- Manage and provide support for staff, public programs and general operations, including facility and land management
- Collaborate with administrators to develop and implement interpretative and educational programs; provide coordination and support for special events
- Identify, compile, and submit reports in a complete, timely, accurate and compelling fashion

- Support events, including vendor communications, entertainment booking, volunteer coordination, print and press material creation, and guest/participant tracking and communication
- Be responsible for maintaining sound financial practices with interpretative/educational programs,
- Be a professional, articulate, enthusiastic and informed ambassador of GBI, the Forest Service and its facilities
- Work closely with and support the educational staff in communications with parents and teachers, and promotion of student programming
- Assist to publicize the activities of the organization, its programs and goals, through promotional printed materials, monthly newsletter, social media postings, newspaper articles and radio programs
- Maintain sound working relationships and cooperative arrangements with community groups, partners, volunteers, funders, Boards, and supporters
- Address volunteer needs and resource availability; support functional work schedules that benefit staff and the public
- Maintain a climate which attracts, keeps, and motivates a diverse group of top quality personnel

**Site-Specific Training Provided:** The operations coordinator will be trained in artifact preservation and maintenance, interpretive guide/program training, and applicable restoration techniques, as well as receive on the job training with Forest Service staff, including Wilderness and Interpretive Rangers, Botanists, Wildlife Biologists and Cultural Resource specialists.

**Things to Note:**

Preferred Qualifications:

- Bachelor's degree or equivalent experience in environmental arts/sciences, outreach, education, recreation, business/management or related field
- Proven success at meeting and exceeding goals
- Proven successful interactions with a diverse array of community stakeholders and partners
- Exceptional communication, interpersonal, and organizational skills
- Excellent computer/technology skills, especially in Word, Excel, PowerPoint and social media platforms
- Experience in an education and/or outreach field
- Flexibility and willingness to adapt to changing environments with a curiosity for learning
- Desired traits include: enthusiastic, friendly, approachable, adaptable, and optimistic
- Applicant must be comfortable with varied schedule and weekend work-days
- Strong and successful teamwork experience.

GBI recognizes the challenging housing situation throughout the Sierra and works to facilitate onsite housing for seasonal staff through our partnership with the Forest Service. With both the Tallac Historic Site and Taylor Creek Visitor Centers located on the shore of Lake Tahoe, the Operations Coordinator will live and work in one of the most spectacular locations in the Sierra. Recreational trails for hiking and biking are at your doorstep, along with lake access for paddling, swimming and enjoying the region's beautiful beaches. Numerous paved trails connect the sites with South Lake Tahoe and the surrounding area, making local bike commuting feasible seasonally. Travel for this position will be minimal, and a GBI or Forest Service truck will be available for any work-related travel.

WORK HOURS		
8-hour days	10-hour days	10+ hour days
70%	30%	0%
<b>Housing Offered through Site:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Vehicle provided for Placement Site work:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

TYPE OF WORK							
<b>Field Work</b> <i>(field surveys, planting, invasive pulls, maintenance, etc.)</i>	<b>Office Work</b> <i>(lab analysis, data entry, GIS, writing, etc.)</i>	<b>Travel</b> <i>(travel to field work and project Sites)</i>	<b>Restoration and Assessment</b> <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	<b>Education</b> <i>(teaching, citizen science, etc.)</i>	<b>Volunteer Recruitment &amp; Management</b>	<b>Member Training</b> <i>(Site-specific training, conferences, and development opportunities)</i>	<b>Other</b> <i>(gear and equipment maintenance, outreach, etc.)</i>
0%	10%	0%	10%	30%	40%	10%	0%