



Volunteer Program Lead

Annual Pay Range: \$ 87,074 – 108,747
plus full benefits including CalPERS Pension

Application Deadline: Tuesday, September 24, 2024

Each year, hundreds of volunteers across multiple programs dedicate their time and effort in support of Midpeninsula Regional Open Space District's mission. With increasing demand and heightened awareness of the value of volunteers, organizations rely on professional staff to manage this great resource of people. Are you skilled in trail maintenance and repair, and small construction projects with a knack for identifying trail concerns and other needs in the field? Do you have the technical, interpersonal, and organizational skills required for volunteer coordination? Do you have a passion for seeking out new audiences to connect to the importance of trail systems and land stewardship? We invite you to apply for the position of Volunteer Program Lead of trails and infrastructure.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

About the Position: The Volunteer Program Lead is the face of Midpen to volunteers working in various resource, trail, and land management roles in the preserves as well as being a representative to community organizations and partners. This position motivates, energizes, and appreciates volunteers and ensures projects provide a safe and meaningful experience that support established agency needs. This is an excellent opportunity for a creative leader committed to strategizing and enhancing a strong volunteer program.

Responsibilities include working with maintenance, natural resource and volunteer management staff to coordinate all aspects of a successful volunteer program where trail maintenance and repair is the focus along with fostering joint partner efforts and relationships, and facilitating scout and other special projects. For additional information about the Volunteer Program Lead position, see the [Job Description](#) page on our website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment by helping to maintain a rich network of trails.
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment/Working Conditions:

Under the supervision of the Volunteer Program Manager in the Visitor Services Department, this position will primarily report out of a designated Midpen field office (Cupertino and/or La Honda), which will include volunteer projects and administrative tasks. This position also works from home approximately one day per week (as approved) and occasionally at the Administration office in Los Altos. Volunteer initiatives directed by this role may take place across various preserves requiring regular travel to and from the locations. The Volunteer Program Lead's schedule requires working at least one weekend day as part of the regular work week schedule, with an option to be on a 9/80 schedule after an initial training period plus occasional evenings and holidays.

The Volunteer Program Lead is a fairly independent position that supports the work of one or more departments within the agency, requiring solo work in the field, frequent site visits, and hiking steep terrain in wildland areas with poison oak and wildlife. Field work will also require driving a District truck in remote areas on unimproved dirt roads in inclement weather conditions. Work in the field may also include exposure to loud noise levels, road hazards,

vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes.

Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment including some full days of program administrative tasks using various software programs and applications on a computer, phone, or tablet.

Additionally, candidates should be familiar with the principles and practices of trail building, construction, repair, and maintenance, including site planning and resource protection as well as the tools and equipment required for maintaining and repairing open spaces and related facilities.

This position wears a prescribed District uniform and adheres to strict safety procedures and work habits. Depending on the exposure, employees may be required to wear head, hearing, eye, foot, face, hand, or other protection equipment.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Additional information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

Education & Experience: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college or university with major coursework in natural resource management, biology, ecology, natural lands or park management, or a related field combined with two (2) years of relevant experience working with the public and coordinating volunteer activities.

Additionally, one (1) year of experience in one of the following areas (which can overlap with the above experience):

- One (1) year of experience in evaluating, surveying, or monitoring of natural resource systems, OR
- One (1) year of experience in trail construction, maintenance, and/or repair of parks, open spaces, and/or related facilities.
- Bilingual skills are highly desirable.

Licenses & Certifications Required:

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page of the District website for details.

How to Apply: apply online at CalOpps.org

(To avoid missing email communication about this recruitment, consider adding mpropenspace@caloppes.org to your contacts or list of safe senders.)

Application Deadline: Tuesday, September 24, 2024. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule (we are unable to accommodate individual schedules):

First Interview (Virtual): Thursday, October 17th

Written Exercise (Virtual): Monday, October 21, 2024

Second Interview (In-Person): Wednesday, October 23, 2024

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at (650) 691-1200

Put your passion for Open Space to work!