



San Joaquin River  
Parkway and  
Conservation Trust, Inc.

## San Joaquin River Parkway & Conservation Trust Lead Park Host at Sycamore Island

### Job Description:

The Lead Park Host position is a seasonal, non-exempt, part-time (approximately 24 hours per week) position with the potential for additional hours based on the candidate and program demand. The position requires the ability to communicate effectively with a broad spectrum of people and present a positive, professional image. The Lead Park Host reports to the Project Manager and is responsible for assisting with the following services: operating a public access program at Sycamore Island; training, scheduling, and supervising seasonal employees and volunteers; and managing program equipment, revenue, an expense. The Lead Park Host position lasts from January to mid-November.

**Pay Rate:** \$16.50/hour  
Paid sick leave

**Work Schedule:** Friday through Sunday and state holidays for a 5.5 to 8 hour shift at Sycamore Island (Park hours change seasonally); Monday for approximately 4 hours at the River Center.

### Duties:

The Lead Park Host will be guided by the River Parkway Trust's goals and objectives in fulfilling the following responsibilities:

#### Management tasks:

- Provide safe and enjoyable outdoor experiences for all visitors at Sycamore Island.
- Maintain a professional work environment for Park Hosts.
- Work with the Project Manager to train Park Hosts.
- Create and communicate work schedules for Park Hosts.
- Supervise and work alongside other Park Hosts and volunteers.
- Manage bait shop inventory.
- Document program revenue, expenses, and visitorship.
- Complete weekly financial reports.
- Assist with outreach through personal communication and social media outlets.
- Work closely with other program staff, our partnering agencies, and vendors in a cooperative and professional manner.

#### Operational tasks:

- Collect visitor day-use fees, sell concessions, and oversee canoe/kayak rentals
- Help maintain park equipment, facilities, and grounds.
- Open and close the property promptly at the scheduled hours.
- Monitor park grounds and enforce park rules in a non-confrontational manner.
- Ensure all park visitors have left the property prior to closing.
- Complete daily cash handling duties.
- Assist Trust staff and volunteers with program activities and special events.

**Desired Attributes:**

- Personal interest in fishing, outdoor recreation, and natural resource protection.
- Able to work weekends (Friday, Saturday, Sunday, and Monday) and state holidays between January and mid-November.
- Able to work independently with minimal supervision.
- Leadership experience.
- Able to communicate effectively and professionally with other staff and the general public.
- A good driving and safety record with reliable transportation to and from work.
- Able to work outdoors in all weather conditions.
- Physically able to traverse uneven terrain, perform landscaping tasks, and load/unload personal watercraft.
- Experience with hand tools and motorized plant trimmers.
- Working knowledge of Microsoft Office and Excel software.
- Bilingual English-Spanish or English-Hmong.

**Job Conditions:**

Sycamore Island is located along the San Joaquin River near Valley Children's Hospital in Madera County. The Lead Park Host will work either a morning or afternoon shift at Sycamore Island each day the park is open on Fridays, Saturdays, Sundays, and State Holidays. Then on Mondays, the Lead Park Host will use a work station at the River Center located in North Fresno to complete management tasks. For more information on Sycamore Island and the San Joaquin River Parkway & Conservation Trust visit [Facebook.com/SycamoreIslandPark](https://www.facebook.com/SycamoreIslandPark) and [riverparkway.org](http://riverparkway.org).

**Application Materials:**

- Resume
- Cover letter addressing your interest and qualifications in this position
- Application Form (available online at <http://riverparkway.org/index.php/about-us/work-with-us>)

Please submit all application materials electronically to Jake Salimbene at [jsalimbene@riverparkway.org](mailto:jsalimbene@riverparkway.org). All applications will be considered incomplete until all materials have been received. All job offers are conditional upon receipt of a satisfactory DMV Driver Report.

**This position is open until filled.**