

Seasonal Flint River Watershed Coalition Program Assistant

GENERAL STATEMENT OF DUTIES:

Creates and coordinates daily programs, activities, volunteer opportunities, and special events. Performs a variety of jobs related to planning and implementing activities. Coordinates activities of other staff and volunteers. Works under supervision of the Park Program Manager and performs other related duties as required.

STATEMENT OF TASKS:

Supports the work of the assigned division

Work independently on assigned projects that may include benthic monitoring, green infrastructure projects, river cleanups, or kayak programs, and others.

Coordinate and work directly with volunteers on the implementation of FRWC programs and activities

Research, recommend, and develop new program activities

Participate in programs as required

Participate in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, record management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training

Attend and/or give presentations at local meetings representing FRWC

Assist in marketing and promotion

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

SPECIAL REQUIREMENTS:

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)