



TUALATIN RIVERKEEPERS®

11675 SW Hazelbrook Road • Tualatin, Oregon 97062

phone 503-218-2580 • fax 503-218-2583

www.tualatinriverkeepers.org

Trips and Tours Program Coordinator – Seasonal Position

May - September, 2016

Job Type: 32-40 hrs/wk, \$12/hr

Closes April 22, 2016

Mission

Tualatin Riverkeepers (TRK) is a community-based organization working to protect and restore Oregon's Tualatin River system. TRK builds watershed stewardship through education, public access to nature, restoration and advocacy.

Position Description

TRK inspires conservation of the Tualatin River and its watershed through recreation programs. The Trips and Tours Program Coordinator will support all aspects of the program including coordination of public and private guided trips, supervision of Cook Park Boat Rentals staff, and administrative duties as needed. Duties include assistance with volunteer coordination, scheduling, gear coordination, summer staff supervision, and assisting on trips as needed. This position requires explaining TRK's mission and programs to the public as well as encouraging the public to become members of Tualatin Riverkeepers.

The Coordinator will work 22-30 hours per week in the office or in the field plus 10 hours (1 full day) at Cook Park Boat Rentals (open Fridays-Sundays).

Minimum Qualifications

- Experience paddling canoes and kayaks
- Knowledge of paddling (canoe and kayak) gear
- Enjoy working with novice paddlers and a diverse public
- Valid driver's license
- Ability to give short speaking presentations
- Excellent organizational skills, interpersonal communication skills, and attention to detail
- An independent, self-motivated, creative and resourceful individual
- Computers skills including Microsoft software
- Commitment to TRK's mission

Preferred Qualifications

- Vehicle with tow hitch to haul light boat trailers or willingness to install a hitch on vehicle
- Ability to speak and understand Spanish
- Experience with program coordination
- Experience with online payments programs

To Apply: Submit resume and cover letter to Margot Fervia-Neamtzu at Tualatin Riverkeepers 11675 SW Hazelbrook Rd, Tualatin, OR 97062 or margot@tualatinriverkeepers.org.