



Restoration Program Manager

The Restoration Program Coordinator is responsible for coordinating, conducting and managing restoration projects for the Southern California Mountains Foundation on the San Bernardino National Forest. The coordinator will work directly with the Forest Service restoration program staff to identify the needs for restoration projects; including maintenance and monitoring of current sites and oversight of restoration activities in line with grant deliverables. Restoration Coordinator oversees and manages three greenhouse facilities in conjunction with Forest Service staff and is responsible for growing of native plants, seed collection and implementation of field restoration projects involving native plants. Restoration coordinator will be responsible for recruiting, training, working with, and supervising volunteers and corpsmembers in restoration activities throughout the forest. The Restoration Program Coordinator reports directly to the SCMF OHV Partnership Director to ensure all projects are in line with joint USFS/SCMF program deliverables and all environmental clearances are met. Training and oversight of staff, corpsmembers and volunteer groups is a major role of the restoration coordinator along with site monitoring, data collection methods, seed collection, greenhouse procedures, planting projects and weed removal.

Job Duties:

- Lead a team of 4 employees to implement forest wide restoration projects; supervise, assist, train, mentor, and/or discipline restoration program staff; approve and submit timesheets, conduct yearly performance reviews, schedule required trainings and provide support for field staff.
- Lead the project planning, management and implementation process for all restoration projects for SCMF. Ensure deliverables are being met on time.
- Communicate and collaborate with Forest Service and other land management agency staff on a consistent basis.
- Coordinate with UCCIE staff to schedule work crews for restoration projects.
- Organize and lead restoration project-related trainings for UCCIE program staff and corpsmembers.
- Assure compliance with project tracking records, including progress reports, daily reports and accomplishment reports.
- Write and submit restoration project reports prior to established deadlines.
- Communicate and collaborate with admin staff for reporting and fiscal management of restoration projects.
- Work in cooperation with SCMF and SBNF personnel to insure joint restoration goals are met.
- Develop and maintain greenhouse operations, practices and procedures to meet program deliverables for plants used in projects.
- Manage seed stock and native plants grown at all greenhouse/seedbed locations; Lytle Creek, Children's Forest, and Big Bear
- Assist SCMF and SBNF staff across the forest with field restoration projects by engaging volunteers and mobilizing SCMF staff and corpsmembers to assist as needed.
- Work with program coordinators within SCMF to recruit volunteers and staff to meet joint project/program deliverables.



- Recruit, coordinate, train and manage volunteers for the restoration program.
- Supervise and direct greenhouse technicians, volunteers and Children's Forest program staff in the operations of greenhouse and nursery practices.
- Observe and adhere to all USFS policies and procedures including but not limited to; facility and equipment procedures, volunteer program guidelines, safety procedures and training, Job Hazard Analysis(JHA) requirements, etc.

Positions Reports to: SCMF OHV Partnership Director

Reporting Location: Big Bear Ranger Station, Fawnskin, CA

Competencies:

- Demonstrate ability to work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships and developing teams.
- Demonstrated leadership ability and experience building and managing successful team efforts.
- A passion for the personal, social, and economic benefits of outdoor recreation. Knowledge of the Big Bear Valley and San Bernardino Mountains geography preferred.
- Positive can-do attitude. Personable and outgoing with excellent communication skills. Ability to professionally represent programs and projects.
- Public Speaking: Good at speaking to both individuals and large groups of people.
- Manage and Lead: Ability to both lead and manage large groups of people of all ages.
- Organized and Self-Sufficient: Excellent organizational skills and the ability to work independently with minimal supervision. Excellent time management and project management skills.
- Computer Savvy: working knowledge of contemporary technology, including GIS, digital photography, file sharing, social media (Facebook, twitter, Instagram) and working knowledge of contemporary office technology including word, excel, email, gps applications, and the internet.
- Problem Solver: Ability to analyze situations, develop strategies, and implement solutions.
- Versatile and Flexible; time will be spent both inside doing desk work and outside getting dirty while doing restoration work.
- GIS knowledge is required (ARCGIS collector, database management, etc).
- Ability to operate a variety of four wheel drive vehicles on rugged forest roads and the ability to tow a trailer.

Qualifications:

- Undergraduate degree from an accredited university or college. A variety of educational backgrounds may be considered, including environmental science, natural resource management or a related field.
- Experience managing a greenhouse/nursery facility with knowledge of native plant species including scientific names, propagation and outplanting methods, pest and disease management.
- CPR and First Aid training certification is required within 60 days of hire.
- Possession of, or ability to obtain, a valid California driver's license.
- Government drivers license with towing endorsement is required within 90 days of hire.
- Working cell phone with which to maintain internet and email communication and conduct business.
- Experience working and recreating in the outdoors.
- A candidate should show evidence of the following characteristics: flexibility, positive outlook, creativity, concern for community safety, good interpersonal skills, a willing attitude, adaptability, decision making skills, maturity, integrity, and approachability.



- Primary functions require sufficient physical ability to hike over rough terrain for up to 4 miles, carrying equipment in a bag or backpack, performing emergency first aid and rescue skills outdoors, and using hand tools to restore habitat. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions
- Position requires prolonged or intermittent sitting, standing, walking/hiking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping and crouching. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard and hand tools in the performance of daily duties. The need to lift, carry, push and pull materials up to 50 pounds is required. The employee will be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions; including wet, hot, cold, wind, snow, ice and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors
- Candidates must be able to see in the normal visual range with or without correction and hear in the normal range with or without correction. Vision requirements include close vision, distance vision, peripheral vision, depth and perception. Hearing requirements include the ability to properly use a two way radio and telephone while around groups of people to communicate with other personnel.

Salary/Benefits: \$45,000 - \$55,000 Full-time Position, 40 hours per week. Health benefits, vacation days, holidays and sick days included. Tentative schedule; Monday - Thursday; 7am-5:30pm. Weekend work is required (National Public Lands Day, Winter Trails Day, National Trails Day, Greenthumbs Volunteer Program on scheduled Saturdays, and other weekend days required for volunteer program management.)

How to Apply: Email cover letter, resume and three references to jgoss@mountainsfoundation.org with the subject line of **Restoration Manager**. Position is open until filled.

The Southern California Mountains Foundation is an Equal Opportunity Employer