



## Restoration Project Coordinator

The Southern California Mountains Foundation is a 501(c)(3) nonprofit that believes connecting communities to our public lands is the key to their survival. We mobilize individuals to inspire and engage in environmental citizenship. The Southern California Mountains Foundation (1) supports youth development through conservation initiatives integrating environmental education, training and hands-on service projects; (2) protects our natural resources through adult and family-led programming; and (3) provides interpretive services that focus on outdoor recreation, responsible use, and stewardship of our natural environment.

The Restoration Project Coordinator is responsible for coordination, implementation and management of restoration projects. Training and oversight of volunteer groups and corps members is a major role of the Restoration Project Coordinator along with site monitoring, data collection, seed collection, greenhouse procedures, planting projects, weed removal, etc. The Restoration Project Coordinator is responsible for implementing restoration projects specified by the Restoration Manager. The Restoration Project Coordinator reports directly to the Restoration Manager to ensure all projects are in line with joint USFS/SCMF program deliverables and all environmental clearances are met.

### Job Duties:

- Recruit and coordinate volunteers for restoration projects.
- Assist SBNF across the forest with field restoration projects by engaging volunteers and mobilizing SCMF staff & corps members to assist as needed, includes all restoration sites and native plant nurseries.
- Work alongside USFS staff to complete joint restoration deliverables.
- Supervise, transport and train volunteers to assist with projects.
- Maintain records for restoration sites – ex. site monitoring forms, seed collection forms, volunteer sign-in sheets, etc.
- Assist, help and cooperate with other SCMF staff to meet the goals of the SCMF.

**Position Reports to:** Restoration Program Manager

**Duty Station:** Big Bear Ranger Station

### Qualifications:

1. Experience and knowledge of propagating plants using all organic methods.
2. Physically capable of repeated bending, squatting and lifting 50 lbs.
3. Capable of working in adverse outdoor conditions.
4. Ability to manage and supervise a wide range of group sizes and age ranges.
5. Excellent verbal and written communication skills



6. Experience working with youth and volunteers
7. Self motivated and capable of working individually
8. Flexibility in working with shifting priorities
9. Car to drive to project sites/restoration locations; mileage is reimbursed

**Pay Rate:** Full-time position: 40 hours per week rate \$16/hour. Weekend work required; tentative schedule Monday - Thursday; 7am - 5:30pm.

**How to Apply:** Email cover letter, resume and three references to [Istamer@mountainsfoundation.org](mailto:Istamer@mountainsfoundation.org) with the subject line of **Restoration Project Coordinator**. Position is open until filled.

*The Southern California Mountains Foundation is an Equal Opportunity Employer*