

## **The San Diego River Park Foundation**

### **JOB DESCRIPTION: Program Associate**

**Reports to: Program Coordinator**

**20 hours per week**

**Compensation: \$12 per hour**

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**OVERVIEW:** The Program Associate is an integral team member of our field programs. The Associate will work directly with the Program Coordinator to plan and carryout the Healthy River, Healthy Communities program. The Program is our award winning volunteer program to improve the health of the San Diego River through volunteer activities such as community clean-ups, monitoring and surveys. The Program Associate will be responsible for working with volunteers to coordinate monthly community clean-ups and related activities. This is an exceptional entry opportunity to environmental and nonprofit work.

#### **ESSENTIAL RESPONSIBILITIES:**

- Speak before and motivate large volunteer groups (100+)
- Coordinate regular volunteers
- Work with volunteer, interns, staff to execute program plans
- Create and maintain a safe work environment for volunteers
- Represent the organization at public events
- Must be able to drive a Ford Ranger Truck

#### **OTHER RESPONSIBILITIES:**

- Contribute to overall success of organization
- Assist the Program Coordinator in other program activities

#### **KNOWLEDGE & SKILLS**

- Public Speaking
- Handheld GPS use
- Excellent Organizational Skills
- Excellent Driving Record
- Team Player and Leadership Experience
- Passion for Working at Non-Profit Community-Based Organization
- Basic Computer Skills Required (PC), additional skills beneficial

**PHYSICAL REQUIREMENTS:** Must be able to lift 50 lbs.

**WORKING CONDITIONS** The San Diego River Park Foundation maintains an office in Mission Valley. Work will include both office and out-of-office responsibilities. The Program Associate works with staff members and numerous volunteers and interns in an open and busy office setting. Personal transportation is helpful for this position.