

Jordan River Commission Employment Opportunity

February 2024



Employer : The Jordan River Commission
An interlocal government cooperation entity
More information at JordanRiverCommission.com

Position : Event & Volunteer Manager
Full-time (40 hours per week)

Closing Date : March 17, 2024, 11:59 PM

Physical Address : Offices located within the Utah Department of Environmental Quality
195 North 1950 West, Third Floor
Salt Lake City, Utah 84116

Compensation : \$45,000 to \$55,000 annual salary, depending on qualifications and experience; overtime exempt

Current Benefits : Employer paid medical, dental, vision, term life and long-term disability insurance through Public Employees Health Program (PEHP)
Employer paid retirement benefit through Utah Retirement Systems (URS)
Paid vacation and personal leave
Paid federal and state holidays

Contact : Soren Simonsen, Executive Director
sorensimonsen@utah.gov
801-706-1055

Job Description :

Assist with long range planning and coordination to implement the *Blueprint Jordan River* vision and strategic plan through projects, programs and partnerships. Work under the supervision of the Executive Director to manage the planning and coordination of Commission events, volunteer activities and related programs identified and directed by the Jordan River Commission Governing Board, which may include but is not limited to the following areas:

Develop, organize, plan, manage, fundraise and support annual Commission events including the Get To The River Festival, City Nature Challenge and Golden Spoke Event. Coordinate with and provide guidance to vendors, contractors and partners who may assist with these efforts.

Develop and maintain an event and activity guide, with contacts and best practice information for various types of events and activities that utilize the Jordan River Parkway, especially those requiring event or other permitting through local jurisdictions.

Develop and provide support when possible to other events that may be developed through partner organizations, including organizing, planning, information tabling, etc. Assist with developing and maintaining information and resources for community education at events and activities.

Develop, manage and promote the Commission's volunteer engagement for maintenance and conservation programs and activities such as water quality initiatives, trailside and in river cleanups, weed management, planting and seeding, etc., and develop and maintain a database and network of volunteers, recruiting channels, and volunteer conservation projects, including tracking and reporting of results.

Develop and implement a rapid response program with Commission staff, volunteers and partners to mitigate natural hazards and maintain minimum safe passages on the multi-use trail and in the river.

Develop, support and coordinate the *Jordan River Friends* program in cooperation with the *Jordan River Foundation*, to expand volunteer and financial resources for education, outreach and conservation programs of the Commission.

Organize outreach activities, develop recognition programs, build a grassroots network and database of contacts with businesses, community organizations and residents in close proximity to and across the Jordan River Parkway and Jordan River watershed to increase stewardship and activation.

Assist with the research, writing, coordination and administration of grants, sponsorships, partnerships, and similar funding mechanisms to support the Commission's event and volunteer related projects and programs.

Participate in regular, coordinated reconnaissance efforts with Commission staff, typically quarterly, across the Jordan River Parkway to support team-building experiences, observe conditions, and assess maintenance needs, volunteer opportunities, and mitigation strategies.

Support, provide input and guidance, and report regularly to the Commission's Event Advisory Committee, Technical Advisory Committee, and Governing Board as directed by the Executive Director.

Direct other Commission staff when needed in support of the above roles and responsibilities, and assist and support other employees with their respective roles and responsibilities when needed.

Support other related tasks and assignments as directed from time to time by the Executive Director.

Additional Work Requirements & Conditions

This position will require a valid Utah Driver's License and safe driving record to operate Commission utility vehicles and trailers.

This position will require some work during evenings and weekends, which may vary seasonally.

This position will require moderate physical strength and dexterity for lifting, loading and unloading, and carrying materials, tools and equipment, up to 75 pounds.

This position will require the use and demonstration of safety precautions, equipment, tools and/or gear to address risks of working around and operating machines, tools and equipment; working in moderately polluted land and water environments; and working in moderately hazardous conditions in and around standing and moving water, rough terrain, and natural open spaces.

This position will require safe operation of tools and light duty equipment, and demonstrating the use of these with volunteers working in conservation, restoration, outdoor recreation and event activities.

This position will require frequent outdoor activity in varying seasonal weather conditions, including but not limited to planting and seeding, litter and weed removal, walking, bicycling, paddling of small water craft (canoes and kayaks), and other related outdoor recreation, education and conservation programs.

Specific assistance and training for use of vehicles, tools, equipment, gear and procedures will be provided as needed or requested.

Qualifications :

Minimum Qualifications

A candidate for this position should possess:

- A degree in a field of study related to the job responsibilities, such as outdoor recreation, natural resources, environmental studies, public or nonprofit administration, etc.
- Prior experience working in related areas of responsibility, including organizing events, volunteers and conservation programs
- Prior experience using river recreation equipment, especially canoes and/or kayaks, and landscape maintenance and restoration related tools, including power tools
- An ability to manage multiple projects and tasks concurrently, accomplishing long term goals by achieving short term strategies and objectives
- An ability to work with adults and youth through volunteer, education, recreation and engagement activities
- An ability to communicate and report effectively using written, graphical and oral skills
- An ability to work responsibly, both independently and in a team environment
- An ability to work ethically with regard to public transparency
- An ability to work effectively with environmental stewardship and conservation
- Technical competence with computers, operating systems, and software including word processing, desktop publishing (print and web), simple spreadsheet/database management, and communications.

Additional Desired Qualifications

Any or all of the following abilities are also desirable:

- Natural open space conservation and restoration experience
- Environmental education experience
- Training and/or certification in First Aid and CPR
- Spanish language speaking/writing

Additional Information :

The Jordan River Commission is an equal opportunity employer. Hiring is done without regard to race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age or disability. Those with diverse ethnic and racial backgrounds are encouraged to apply. Reasonable

accommodations will be provided to individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Executive Director using the contact information provided above.

This is an “at will” employment opportunity.

The Jordan River Commission is a small staff, and employees are encouraged to be versatile and adapt as needs arise, and often will support other employees where needed. A copy of the Jordan River Commission organization chart is attached for information and reference.

Application Procedure :

Prepare a single PDF formatted application file to include:

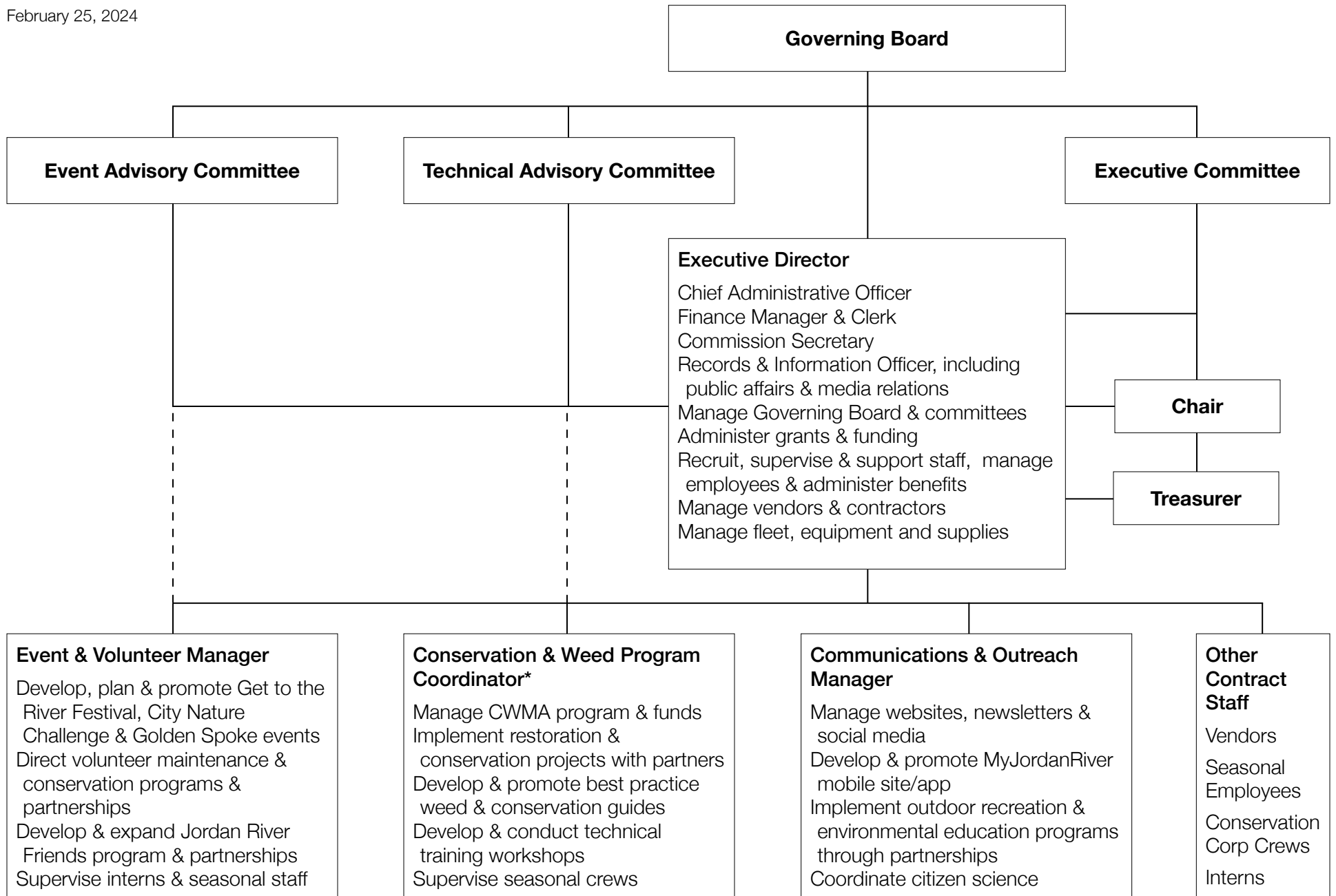
- Cover letter addressing qualifications and date of availability for employment
- Current resume with contact information that includes email and phone number
- One page summary of two to three projects or programs related to the job description for which you provided substantial leadership, management or oversight (one or two pages of supplemental materials including photos, program materials or graphics, are acceptable)

Email your application as an attachment to the Executive Director (sorensimonsen@utah.gov) with the subject line “Event & Volunteer Manager Application” before the deadline.

Applications will be reviewed and screened as received, and interviews with the most qualified candidates will be scheduled immediately following the initial closing date. Please advise in the body of the email if you have any limitations regarding scheduling of an interview (i.e. day of the week or time of day), and if you are out of the local area and prefer an interview by phone or video conference.

Jordan River Commission Organization

February 25, 2024



**Note: this position may be employed by the Division of Forestry, Fire & State Lands, but housed & managed with Commission staff.*