



Kunz

# Friends of the Black Rock/High Rock

## Program Director

### Full-Time AmeriCorps Position Description

**Position:** Program Director

**Host Site Supervisor:** Will Roger

**AmeriCorps Program Director:** Ellen

**Location:** Winnemucca, Nevada

**Position:** Full-Time 40 hours/week, 365 days

**Friends of the Black Rock/High Rock Mission Statement:** The Friends of the Black Rock/High Rock purpose to sustain the health, diversity, and productivity of the Black Rock Desert - High Rock Canyon region for the use and enjoyment of present and future generations based on the concept of multiple use by working with the BLM and other land owners by: (1)Promoting the welfare of the Black Rock Desert and High Rock Canyon region of northwestern Nevada by educating the visiting public about "Tread Lightly" and "Leave No Trace" programs, and otherwise, in the protection and use of sensitive resources; (2)Work with government entities at all levels and private landowners to promote the public use, enjoyment, preservation, restoration, and ecological management of the Black Rock Desert and High Rock Canyon region; (3) Enlist and train volunteers from all interests who will assist on service trips to stabilize, improve, or enhance historical resources, natural resources, or recreation opportunities; (4)Perform monitoring services and outreach programs; (5)Include and coordinate diverse interests in volunteer projects; (6)Help to raise and provide funds for education, interpretation, including a visitor contact center(s) or other projects that are deemed appropriate.

**Position Description:** The Program Director will coordinate the program activities for the Friends of Black Rock High Rock. The Program Director will also assist the Board by Directors by aiding in the write-up of agendas, attending meetings, reporting to the Board, and keeping records for meetings. The Program Director will be aiding in the composition of non-federal grants, promoting membership and philanthropy, recruiting and training volunteers, and participating in the development of programs, the strategic plan, and management plans. He/she will also communicate with media and coordinate and attend service-learning volunteer events.

## Primary Requirements:

The following activities are some of the key responsibilities of the position.

- Program Director will coordinate the program activities for Friends of the Black Rock High Rock.
  - Publish the annual report detailing the 2007 activities of FBRHR.
  - Act as a representative/advocate for the FBRHR to the public by:
    - Coordinating and running the Volunteer Contact Trailer
    - Attending all FBRHR events
    - Acting as media spokesman
    - Answering phones and email in the office
    - Developing partnerships with other non-profits, government agencies, and corporations
- Program Director will work to secure funding for FBRHR but will not apply for federal grants or spend over 10% of his/her service fundraising.
  - Write 2 grants per quarter.
  - Coordinate 2 fund raising events in the community
  - Solicit donations from the active membership as well as from governmental agencies and corporations
- Attend the board meetings and participate by:
  - Sharing ideas/needs for the strategic plan

- Updating board on materials and workshops that could improve fund raising roles
- Working with the Board to create, distribute, and archive agendas from meetings.
- Program Director will produce media for FBRHR.
  - Develop user-specific brochure series
  - Develop area map and visitor guide
  - Produce quarterly partner newsletter
  - Improve website content and links

The above are intended to be a general description, other duties may be included in the future.

## **Qualifications**

Flexibility regarding work schedule

Self motivated and flexibility in working in a multi-task environment

Current Nevada Driver's License required

Ability to communicate and work with a diverse population

Experience coordinating events

Writing skills

High School Diploma/GED

## **Benefits**

Living stipend of \$900/month

Full Coverage Health Insurance for necessary medical care

Federal holidays off (except MLK Day), 2 weeks of vacation time, and sick-leave

\$4,725 Educational Award

Training and experience in outdoor education, local habitat, and land-management practices

Training on GIS/GPS

## **Notes:**

Persons with Disabilities are encouraged to apply.

No persons involved with the program will discriminate based on race, religion, creed, belief, color, national origin, gender, age, sexual orientation, political affiliation, or disability.

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