



Guided Tours and Programs Coordinator

Date Created: February 2023

Location: Remote and in Gerlach, NV 89412

Reports to: Senior Operations Manager

General Summary

Under the direct supervision of the Senior Operations Manager, the Guided Tours and Programs Coordinator will support and coordinate Guided Tours and Programs.

Essential Job Responsibilities

- Supporting the staff and Executive Director in the creation of new experiential tours and trips to include guided and self-guided e-bike tours, mineral and gem tours, arts and culture trips and photography outings.
- Become a certified 'train the trainer' as an Interpretive Guide through the National Association of Interpretation.
- Work with the broader community to train others as Interpretive Guides.
- Administrative support for community and guided tours to include scheduling, event planning, tracking and overall implementation of tours.
- Support staff and Executive Director in outreach, marketing and social media for Guided Tours and Community Programs
- Support a variety of stewardship and volunteer conservation projects and events within the NCA to include Fly Ranch Nature Walks and Bureau of Land Management events: Black Rock Rendezvous, National Public Lands Day, National Public Trails Day etc.

Knowledge, Skills, and Abilities

- Managing paid and volunteer staff working side-by-side on projects
- Budgeting and Grant Reporting/Tracking
- Excellent communication skills, verbal and written
- Leave No Trace*
- Wilderness Safety*
- Wilderness First Aid*
- GPS Navigation*

*willing to provide training for the right candidate.



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Qualifications & Experience

- Prefer college degree in relevant field, such as but not limited to: outdoor recreation, environmental science, conservation science or field sciences (biology, geology) or 3-5 years equivalent experience in a management role.
- Persuasive, professional, and effective communicator with excellent written and verbal communication skills.
- Collaborative, action-oriented, adaptable, and desire to learn.
- Must be available to attend events, tours and programs.

Friends of the Black Rock High Rock is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This is a full-time 900-hr position over the 2023 season and is a renewing contract. Compensation for the position will be based on qualifications and experience, in the range of \$1-20 hourly rate DOE. Please submit a resume and cover letter to stacey@blackrockdesert.org. Position is open until filled.

Note: The information contained in this document describes the general nature, purpose, responsibilities, duties, skills, abilities, and workload of employees in the job described; however, in no way constitutes a complete list of those that may be required. In addition, this does not constitute an employment contract and may be changed at any time.
