VOLUNTEER & SERVICE-LEARNING COORDINATOR INTERNSHIP

JOB DESCRIPTION

Agency Name: San Joaquin River Parkway and Conservation Trust

Agency Address: 11605 Old Friant Road, Fresno, CA 93730

Agency Description: The River Parkway Trust offers a variety of services in our three program areas of Conservation, Education, and Recreation.

Mission: The San Joaquin River Parkway and Conservation Trust's mission is to preserve and restore San Joaquin River lands having ecological, scenic or historic significance, to educate the public on the need for stewardship, to research issues affecting the river, and to promote educational, recreational and agricultural uses consistent with the protection of the river’s resources.

Agency Website Address: riverparkway.org, facebook.com/sjrpct, Instagram @riverparkwaytrust

Contact Person: Finn Telles, Director of Business Development and Sarah Parkes, Director of Annual Giving

Contact’s Phone Number: Finn Telles: 559-248-8480x216, Sarah Parkes: 559-248-8480x107

Contact’s Email Address: ftelles@riverparkway.org, sparkes@riverparkway.org

Job Description:
- Assist Community Programs Director in identifying specific needs for various Trust activities (Programs Include: Education, River Camp, Nature Walks, Gardening Angels, River Tours, Respite by the River, River Center Weekend Docents, Ranch House Art Exhibits, Special Events)
- Assist River Parkway Trust Management Staff in identifying needs in Trust offices where a Fresno State Student might be able to volunteer
- Help with public outreach efforts to recruit more Fresno State Volunteers for Trust programs, including drafting volunteer newsletters, building Fresno State Volunteers email list, utilizing social media to inform Fresno State Students of Volunteer Opportunities.
- Research various aspects of River Parkway Trust internal operations and assess where volunteers might be able to help advance the Trust’s mission

Requirements:
- Resume with experience and major
- Interview
- Flexible schedule Monday through Friday with weekend opportunities managing volunteers
- Possible background check if working with youth programs

How to Apply:
- Send resume and current class schedule, to Finn Telles, Director of Business Development at ftelles@riverparkway.org and Sarah Parkes at sparkes@riverparkway.org
- Send list of three dates when available for an interview with Finn and Sarah
- Send current class schedule