

SEQUOIA

PARKS CONSERVANCY

POSITION DESCRIPTION

Field Institute Crystal Cave Assistant Manager

Sequoia and Kings Canyon National Parks are popular destination parks for families, international visitors, and diverse individuals. Park visitors seek opportunities for recreation, learning, volun-tourism, sightseeing, and more.

The Crystal Cave Assistant Manager assists the Cave Manager in the day-to-day operation of the Crystal Cave site. Additionally, the Crystal Cave Assistant Manager helps with the supervision of Field Institute Naturalist stationed at the cave and acts as the Manager on Duty and manages operations when the Cave Manager is not present.

The Crystal Cave Assistant Manager is a seasonal hourly employee. There are no benefits with this position.

ESSENTIAL RESPONSIBILITIES:

- ◆ Assists the Crystal Cave Manager in day-to-day operations of the Crystal Cave site
- ◆ Acts as the Manager on Duty when Cave Manager is not present
- ◆ Maintains the inventory and ordering for the Crystal Cave in-park store, and Crystal Cave site materials
- ◆ Maintains the attendance database and provides written and verbal reports to the Crystal Cave Manager and Field Institute Management
- ◆ Assists the Field Institute Management team in the training and professional development of the Field Institute staff
- ◆ Work with SPC and Field Institute management to coach and provide feedback to Field Institute Naturalist on their interpretive programs
- ◆ Complete cash register closing procedures, balance cash, and complete required sales paperwork
- ◆ Print daily reports associated with www.recreation.gov ticket sales
- ◆ Communicate ticket availability with NPS and other park partners
- ◆ Input program statistics after the delivery of every program
- ◆ Continually develop knowledge and understanding of the National Park Service (NPS) and the Sequoia Parks Conservancy (SPC) missions, policies and procedures, and park facilities and features.
- ◆ Adhere to the policies and procedures of SPC and the NPS
- ◆ Adhere to and engage in SPC safety procedures and safety program
- ◆ Learn, adhere to, and engage in the Standard Operating Procedures (SOPs) of SPC and the Field Institute
- ◆ Continually develop knowledge and understanding of the natural and cultural history of Sequoia and Kings Canyon National parks.
- ◆ Promote SPC mission, programs, membership, merchandise, services, and fundraising efforts
- ◆ Provide accurate and complete information to park visitors
- ◆ With proper training and guidance correctly operate an electronic point-of-sales (POS) system
- ◆ Correctly distribute change to park visitors making purchasing in in-park stores
- ◆ Continually stock and clean merchandise throughout the in-park stores
- ◆ Conduct daily vehicle inspections of SPC vehicles
- ◆ Maintain and clean Crystal Cave restrooms throughout the day
- ◆ Maintain and clean Crystal Cave parking lot, trash, and employee areas throughout the day
- ◆ Maintain and clean the Crystal Cave interior and exterior trails throughout the day
- ◆ Wear and maintain a SPC uniform
- ◆ Maintain valid first-aid, CPR, and AED certifications
- ◆ Maintain a clean and valid driver's license
- ◆ Work weekend, holiday, and night-time hours

SECONDARY DUTIES:

- ◆ When needed, staff visitor center information desks throughout the parks and provide accurate and complete information to park visitors
- ◆ Provide Field Institute programs including but not limited to: Crystal Cave programs, Living History programs, Astronomy programs, park flora and fauna programs, and telescope programs
- ◆ Assist with SPC administration duties when requests
- ◆ With proper training and guidance assist with the repair and maintenance of the Crystal Cave electrical system
- ◆ Post information flyers throughout the parks

POSITION REQUIREMENTS

- ◆ Experience in management preferred
- ◆ Experience in guiding and resource interpretation preferred
- ◆ Excellent communication and speaking skills
- ◆ Experience speaking to large groups
- ◆ Teaching experience preferred
- ◆ Degree or equivalent experience in education, science, and/or history
- ◆ Current first-aid, CPR, and AED certification
- ◆ Experience with Microsoft Office and Google suite
- ◆ Secondary language desired
- ◆ Ability to compile and present reports related to the Crystal Cave operation to a varied audience
- ◆ Ability to maintain professional relationships with park partners
- ◆ Ability to get along well with others and to work as part of a team
- ◆ Willingness to work weekends, evenings, and holidays as needed
- ◆ Ability to stand on feet up to eight hours per day and ability to walk several miles per day on trails
- ◆ Ability to lift and carry boxes weighing up to 40 pounds.
- ◆ Ability to load, move and unload a fully loaded hand truck 250 yards. Applicants may be required to pass a pre-employment test demonstrating their ability to meet these requirements
- ◆ Valid driver's license with clean driving record
- ◆ Willingness to wear and maintain uniform and/or living history costume

WORK ENVIRONMENT

Maintained trails, cross country routes, and buildings in Sequoia and Kings Canyon National Parks and USACE Lake Kaweah, Crystal Cave, and other outdoor settings in favorable and inclement weather. The work environment includes working and driving in early morning, daytime, evening and nighttime conditions. Working in the parks exposes employees to unpredictable and potentially dangerous situations. Examples are rock fall, radon exposure in Crystal Cave, lightning, working at night, wildlife encounters (bees/wasps, black bears, etc.) or driving at night.

This position is physically demanding. Employees need to be able to walk a half mile up and down a steep grade on an uneven surface in twenty minutes, multiple times per day. Employees must be able to carry a loaded daypack on the cave trail and move heavy inventory.

SUPERVISION RECEIVED

Supervised by the Crystal Cave Manager

SUPERVISIONS EXERCISED

The Crystal Cave Assistant Manager assists the Cave Manager in the supervision of Field Institute Naturalist stationed at the Crystal Cave site.

TOOLS/EQUIPMENT UTILIZED

Computerized cash register with POS system, SPC vehicle, hand truck, ten key calculator, two-way handheld radio, NPS phone system, propane generator, flashlights, solar system, computer and tablets with Microsoft and Google products, caving equipment and gear. Employees may be required to drive personal vehicles for official business

SEQUOIA PARKS CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER Sequoia Parks Conservancy is an equal opportunity employer. We do not discriminate against any applicant based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status.