



Hello: 214.740.1616
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Reimagine Our River.

Harold Simmons Park Field Guide Position Description

Trinity Park Conservancy is a nonprofit dedicated to the stewardship of Dallas' largest public green space, the 10,000 acres of the Trinity River. Believing that the Trinity is the natural gathering place for all Dallas residents, the Conservancy is committed to bringing people together to share their ideas, learn more about the possibilities and habitat of the area, and to assist in making it a more accessible space. Since 2004, the Conservancy has raised more than \$115 million in private philanthropy for projects that support the recreational use, economic development, and environmental protection of the River. In 2018, the Conservancy was selected to design, construct and maintain Harold Simmons Park in a private/public partnership with the City of Dallas.

Our purpose is fulfilling the promise of the Trinity River as the natural gathering place for Dallas.

Position Summary

Reporting to the Volunteer Program Coordinator, this position primarily supports the Conservancy's volunteer and public events programs which include hands-on service projects, regular programming in Harold Simmons Park and along the Trinity River, and special event support. Volunteer and public programming opportunities with the Conservancy serve as tools for engagement and education and help to cultivate a culture of stewardship for the Trinity River Corridor.

The Field Guide must be able to coordinate and lead volunteers and the public in clean-up and planting projects, guided walks/hikes, cycling tours and paddling (canoe/kayak) in the Trinity River, as well as other event support roles. Much of the Field Guide's work will be outside year-round, in various weather conditions, and many events will be on Saturdays and in the evenings; some regular office hours are also required. The Field Guide must have an interest and demonstrated experience in environmental stewardship, event planning, and/or volunteer coordination.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below. The duties and responsibilities include the following, though other duties may be assigned.

- Staff and lead regular volunteer opportunities in Harold Simmons Park that may be scheduled Monday – Saturday
- Staff and lead regular public programming, Seasons@Simmons, in Harold Simmons Park that may be scheduled Monday – Saturday, including evenings
- Plan logistics of volunteer and public event projects
- Execute event plans and have the flexibility to troubleshoot on-site
- Share information about events and conduct follow-up communication with volunteers and public event attendees



- Research and create educational information about volunteer efforts and impact
- Research and collect collateral for activities in the Trinity River Corridor from partner organizations
- Maintain volunteer, attendee, and constituent data in Raiser's Edge database
- Support events and activities of other team members, including donor cultivation events, by attending and helping as needed, including certain evenings and weekends

Preferred Background and Skills

- A Bachelor's degree in Environmental Studies, Biology, Nonprofit Management, Sustainability, Park Management, Wildlife Fisheries, or a related field
- A love for nature and passion for conservation and outdoor public recreation
- Previous experience managing volunteers, events, and projects
- Excellent relationship building and problem-solving skills
- Excellent attention to detail and the ability to organize multiple projects simultaneously
- Excellent communication skills, both verbal and written with emphasis on the ability to relate to persons of diverse ages, backgrounds, skills and abilities
- Willingness to become Adult and Pediatric First Aid/CPR/AED/CPR certified and keep certification current
- Willingness to become ACA Certified Kayak Instructor and keep certification current
- Willingness to become League of American Bicyclists' League Cycling Instructor and keep certification current
- Comfort in being outdoors in natural habitat as well as at social functions
- The desire to support an organization that values service, people and the environment
- Ability to work nights and weekends

Compensation and Benefits

Salary and benefits will be competitive and commensurate with experience

To Apply

Please email your letter of interest and resume at Trena Lechleitner at trena@trinityparkconservancy.org (no phone calls please). Please reference "Field Guide Associate" in the subject line of your email.

Trinity Park Conservancy is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.