



RIVER CENTER TRUSTEE **VOLUNTEER JOB DESCRIPTION**

General Description

River Center Trustees help provide public access to the San Joaquin River Parkway at the Coke Hollowell Center for River Studies (River Center). Trustees open and close the River Center on Saturdays, Sundays, and select Holidays. Trustees monitor the River Center grounds and report any issues to staff members. Trustees also interact with River Center visitors and provide information about the River Parkway Trust, Parkway access opportunities, and the San Joaquin River. This position is perfect for outgoing and responsible individuals who can commit to 2 shifts per month (7 hours total per month).

Scheduling

Weekend Trustees volunteer at the River Center on Saturdays, Sundays, and select Holidays between 8:00 am and 3:00 pm, (AM Shift: 8:00 am to 11:30 pm, PM Shift: 11:30 pm to 3:00 pm).

Training

New River Center Trustees participate in an orientation that provides an overview of the River Parkway Trust and the responsibilities of this volunteer opportunity. After completing the orientation, new volunteers will shadow current Trustees on an opening and closing shift. Periodic training on new procedures, policies, and River Parkway Trust updates will be conducted as needed.

Duties, Responsibilities, and Expectations

- Open and close the River Center gates and buildings on weekends.
- Serve as a welcoming first point of contact for River Center visitors.
- Provide support for River Center Docents in the Ranch House and River Store.
- Understand and implement Trust procedures (i.e. Emergency policies, alarm codes, etc.).
- Become familiar with the Trustee Manual.
- Develop knowledge of River Parkway Trust projects, programs, and activities.
- Help maintain River Center facilities and grounds.

Qualifications

- Ability to utilize internet and phone for scheduling.
- Passion for the River Parkway Trust's work to create and protect the 22-mile San Joaquin River Parkway.
- Flexible schedule – the ability to volunteer for two 3.5 hour shifts on weekends each month.
- Ability to walk up and down stairs, lock and unlock doors, and traverse uneven ground without assistance.

[CLICK HERE](#) to learn more about the River Center.

Contact Info

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