



# San Joaquin River Parkway & Conservation Trust

## SYCAMORE ISLAND PARK MANAGER

### Job Description:

The San Joaquin River Parkway and Conservation Trust is seeking a Park Manager to manage public outdoor recreation activities at Sycamore Island – A property offering fishing and boating access to the San Joaquin River along with outdoor recreation.

The Park Manager position is a full-time (40 hours per week), non-exempt position. This position requires the ability to communicate effectively with a broad spectrum of people and present a positive, professional image. The Park Manager reports to the Project Manager and is responsible for assisting with the following services: operating a public access program at Sycamore Island; training, scheduling, and supervising seasonal employees and volunteers; and managing program equipment, revenue, and expense.

The Park Manager position is a year-round full-time position. The position is currently funded through 2025; continuation of the position beyond that date is dependent upon the availability of future funding.

**Pay Rate:** \$45,000/year  
Comprehensive, “Cafeteria-style” benefits package currently totaling \$797.33/month; benefits updated as part of annual budget process  
Paid sick leave, vacation time, and holidays

**Work Schedule:** Thursday through Monday

The Park Manager will work an 8-hour shift at Sycamore Island Thursday through Sunday (Park hours change seasonally). On Mondays the Park Manager will work 4- to 8-hours at the River Center to complete financial reports and other management tasks.

### Job Duties:

The Park Manager will be guided by the River Parkway Trust’s goals and objectives to provide public access to the San Joaquin River, maintain the property, and protect natural resources.

#### Management tasks:

- Provide safe and enjoyable outdoor experiences for all visitors at Sycamore Island.
- Maintain a professional work environment for Park Hosts.
- Work with the Project Manager to train Park Hosts.
- Create and communicate work schedules for Park Hosts.
- Supervise and work alongside other Park Hosts and volunteers.
- Manage bait shop inventory.
- Document program revenue, expenses, and visitorship.
- Complete weekly financial reports.
- Assist with outreach through personal communication and social media outlets.
- Work closely with other program staff, our partnering agencies, and vendors in a cooperative and professional manner.

**Operational tasks:**

- Collect visitor day-use fees, sell concessions, and oversee canoe/kayak rentals
- Help maintain park equipment, facilities, and grounds.
- Monitor park grounds and enforce park rules in a non-confrontational manner.
- Open and close the property promptly at the scheduled hours.
- Ensure all park visitors have left the property prior to closing.
- Complete daily cash handling duties.
- Assist Trust staff and volunteers with program activities and special events.

**Desired Attributes:**

- AA degree or equivalent plus relevant experience; bachelor's degree is preferred.
- Academic studies in natural resources management, business, or recreation
- Interest in fishing, outdoor recreation, and land conservation.
- Able to work independently with minimal supervision.
- Able to communicate effectively and professionally with other staff and the general public.
- Must possess a valid California driver's license and reliable transportation.
- Must be proficient with computers and basic office programs such as Microsoft Word and Excel.
- Able to lift 40 lbs. above head (primarily for loading & unloading canoes) .
- Able to hike over rough terrain, paddle a canoe, and perform landscaping tasks.
- Able to work outdoors in all weather conditions.
- Bilingual: English-Spanish or English-Hmong.

**Job Conditions:**

Sycamore Island is located along the San Joaquin River near Valley Children's Hospital in Madera County. The Park Manager will staff shifts at Sycamore Island Thursday through Sunday. On Mondays, the Park Manager will use a workstation at the River Center located in North Fresno to complete management tasks. For more information on Sycamore Island and the San Joaquin River Parkway & Conservation Trust visit [Facebook.com/SycamoreIslandPark](https://www.facebook.com/SycamoreIslandPark) and [riverparkway.org](http://riverparkway.org).

**Application Materials:**

- Resume
- Cover letter addressing your interest and qualifications in this position
- Application Form (available online at <https://riverparkway.org/what-we-do/work-with-us/>)

Please submit all application materials electronically to Jake Salimbene at [jsalimbene@riverparkway.org](mailto:jsalimbene@riverparkway.org). All applications will be considered incomplete until all materials have been received. All job offers are conditional upon receipt of a satisfactory DMV Driver Report.

The Trust is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran status, disability, or any other status protected by the laws or regulations in the United States. The Trust will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.