



## Friends of the St. Clair River Recreation Coordinator Internship Position Description

**Reports to:** Executive Director/President

**Employment:** Part-time, Temporary

**Experience:** College enrollment/Recent Grad

**Application deadline:** Rolling

**Location:** St. Clair County

**Compensation:** TBD

**Hours:** ~15+ hours/week, flexible

### Position Description

Friends of the St. Clair River is Michigan's Thumb Coast largest environmental non-profit organization serving St. Clair County since 2007. Our work includes everything from river restoration, environmental monitoring, and invasive species removal to environmental education and trail management. We value the rich natural resources of our watershed and are committed to improving the quality of life for all people, plants and wildlife within its boundaries.

We are looking for a dynamic, hardworking and enthusiastic individual who is passionate about trails, parks, tourism and outdoor recreation. This paid internship position provides an experience with a dynamic and diverse, growing environmental organization while ensuring Friends of the St. Clair River's programs and operations have adequate support, visibility and engagement.

This position will provide valuable experience working in parks, trails, and recreation management. The internship will focus on Bridge To Bay Trail management and maintenance, trail projects and shared trail maintenance responsibilities, and trail-related recreational events. This position will assist with trail events, outreach and marketing.

This position participates in projects in both urban and rural settings and private and public spaces. This position works alongside, and occasionally leading, volunteer groups of various sizes and ages. Training is ongoing throughout the internship.

### Primary Responsibilities

- Independently plan and instruct outdoor programming for families, children, youth, adults that may include hiking, biking, paddling
- Assist with development and implementation of marketing and outreach plans, as well as program-specific plans. Develop content for print, website, social media and newsletters
- Lead the field work for a trail user survey across several communities; analyze and report results of the trail user survey
- Coordinate trail ambassadors and other volunteers conducting maintenance and outreach on the trail network
- Develop ideas for enhancing the trail network and trail user experience

## Qualifications

- Current enrollment or recent college graduate; related fields include parks, recreation, tourism, natural sciences, natural resources, volunteer management, communication
- Strong communication skills, self-motivation and an ability to work independently are required
- Excellent written and oral communication skills are needed; proficiency with social networking tools; along with a friendly, outgoing personality
- Experience leading or instructing a broad range of ages is desirable, including trip leading and/or outdoor experiences
- Previous experience working with volunteers or volunteering is preferred. Experience leading or instructing a broad range of ages is desirable
- Paddling or biking experience and other outreach recreation experience is strongly desired. Must have basic computer skills including spreadsheets, PowerPoint
- Must have a valid Michigan driver's license and have reliable transportation
- Must be in good physical condition, own a bicycle, and move about for extended periods of time and tolerate a wide range of weather conditions

## Related background information

- [New Trails and Canal Bridge Will Connect Schools and Families](#), Community Foundation story
- [Want To Take A Stroll Over the Black River Canal?](#), The Times Herald
- [Bridge To Bay Trail Canal Project Promo Video](#), produced by Port Huron Schools TV
- Inside Our Outdoors series was published today. You can read it here: ["Everyone seems to agree on this": Southeast Michigan comes together to plan connected trails system](#)
- Port Huron Trail Grant: <https://www.thetimesherald.com/story/news/2020/12/04/287-k-grant-help-fund-port-huron-bike-path-project/3811377001/>

## Apply

Online application: <https://form.jotform.com/201274600885151>

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Email: [info@scriver.org](mailto:info@scriver.org)