



DAN RIVER BASIN ASSOCIATION

Position Description

Position Title	Recreation & Stewardship Coordinator
Service Area:	Virginia/Basin Wide
Office Location	Henry County, VA
Supervisor	Recreation & Stewardship Manager
Status	Full-Time (Exempt)

Position Summary: The Recreation & Stewardship Coordinator will support the development and implementation of the Martinsville/Henry County (MHC) Outdoor Recreation Master Plan by evaluating existing projects, identifying future opportunities and addressing gaps in outdoor recreation to support a sustainable recreation-based economy. While primarily focused on Martinsville/Henry County, VA, the position will also work basin-wide, in close partnership with the Recreation & Stewardship Manager, to implement DRBA's core programs, build cross-sector partnerships, support stewardship efforts such as rain barrel workshops, citizen water quality monitoring trainings and river cleanups, and contribute to regional planning initiatives, grant writing, and public outreach.

Duties

- Work with other DRBA staff to assess, implement and manage:
 - New, existing and planned projects related to outdoor asset development in Virginia
 - Gaps and challenges related to outdoor recreation projects in Virginia
 - New, existing and planned projects related to environmental education in Virginia
 - Gaps and challenges related to education projects in Virginia
- Work closely with the Recreation & Stewardship Manager to identify, manage and assess stewardship programs throughout the Basin.
- Develop and coordinate collaborative partnerships with government, education, corporate and nonprofit organizations
- Develop and sustain positive working relationships with stakeholder groups, including multi-jurisdictional tourism organizations
- Participate in long-term strategic planning and in regional, multi-jurisdictional planning initiatives
- Operate effectively within projects' budgetary constraints
- Track and report on multiple projects and related administrative duties
- Manage planning, and program evaluation tasks
- Collaborate and coordinate with other staff as needed on projects
- Recruit, train and supervise volunteers, interns, contractors, etc.

- Represent the Dan River Basin Association at public meetings as appropriate
- Participate in various resource development and grant proposal funding initiatives
- Assist with social media, public relations and website updates
- Other duties as assigned

Qualifications

- Bachelor's degree, project management experience, experience and/or education related to environmental science and natural resource management preferred
- Knowledge of economic development, outdoor recreation, environmental education and conservation strategies
- Excellent organizational skills and ability to coordinate and report on multiple projects
- Exceptional interpersonal, public speaking, writing and presentation skills
- Demonstrated leadership skills, enthusiasm and ability to inspire others
- High energy and resourceful self-starter with ability to work independently
- Positive attitude and successful experience in working with people of all demographic groups
- Demonstrated team player with willingness to embrace the mission and values of the Dan River Basin Association
- Experience in Microsoft Office and related programs; experience with Canva a plus
- Valid driver's license, ability to travel and work evenings and weekends as needed
- Physical demands include ability to lift and move objects of moderate weight and to participate in field research, which may include hiking and paddling canoes or kayaks in inaccessible areas
- Interest in, and enjoyment of, outdoor river and trail recreation and familiarity with related facilities development and user issues

Salary and Benefits

- Salary commensurate with experience and within funding parameters (\$25K - \$34K)
- Additional benefits include stipend for health insurance, 20 personal days, 12 holidays, flexible schedule with approval

About DRBA

The Dan River Basin Association (DRBA) preserves and promotes the natural and cultural resources of the 3,300 square mile Dan River region through stewardship, recreation and education. DRBA envisions a region where residents and visitors enjoy a high quality of life and access for all to healthy waterways, natural areas, trails, greenways, and heritage sites through a bi-state network that contributes to a strong and vibrant regional economy.