



Job Title: R Park Ambassador

Status: At Will – Seasonal Intern

Schedule: Approximately May 28 to September 7; 16-20 hours per week (flexible)

Reports To: Community Conservation Manager/R Park Director

Classification: Paid Internship-Hourly non-exempt

Organization & Internship Summary

R Park, a program of the Jackson Hole Land Trust, provides 40-acres of reclaimed public space designed to encourage all ages to engage with nature and inspire through open space interaction.

Under supervision of the Community Conservation Manager/R Park Director, the R Park Ambassador will serve as a bridge between the visitor experience and R Park's operations and routine maintenance. The Ambassador will work closely with R Park's Community Outreach Coordinator to interact with park users, answer questions and solicit feedback, promote safety, and encourage visitors to embrace and support the park's rules in order to foster positive relationships among various park users and partners.

The Ambassador will identify maintenance and upkeep necessary at the park, performing essential tasks to keep R Park running smoothly and safely. The Ambassador will provide support at events, assist with directing park volunteers, maintain regular office hours at the R Park office, and serve as a resource for the general public.

The Ambassador will gain knowledge on maintaining a non-profit park, act as a catalyst for increasing community awareness for R Park, gain experience planning and managing events, expand their content creation opportunities, and be a part of stewarding one of the Jackson's most valuable assets.

Duties & Responsibilities

1. Provide a visible presence in the R Park. Continuously inspect the park to assess and ensure safety, cleanliness, and repairs. Communicate and exemplify park rules and regulations to visitors, with great focus on the leashed-dog trail.
2. Greet and assist visitors, answer questions about the park, distribute park materials, and inform about upcoming developments, events, and park resources. Collect feedback from park visitors and communicate public comments to the R Park Director. Wear informal Ambassador uniform.
3. Maintain regular office hours at the R Park office. Provide a space for visitors to check-in and gain access to information and resources about the park. Host partners and programs in the office as necessary.



4. Perform the following park cleanliness and maintenance duties:
 - a. Pick-up litter, including from dogs.
 - b. Change bear-proof garbage and sort recycling (dumpster on-site). Clean the bear-proof cans as needed.
 - c. Move natural debris hazards from trails and unnatural debris from entire park.
 - d. Check porta-pottie for cleanliness.
 - e. Inspect and/or repair trail signs or markers.
 - f. Perform other maintenance and housekeeping duties as needed or required.
5. Monitor R Park's parking area and facilitate its usage, as well as the park's other entrances and modes of transportation.
6. Provide the Community Conservation Manager/R Park Director with a weekly overview of park condition. Report unusual or suspicious activity.
7. Collect visitor information for mailing lists and volunteer opportunities.
8. Track and report hours every two-weeks.
9. Administer Jr Ranger Program to visiting groups when possible.
10. Develop content for R Park's social media feeds with daily Ambassador "stories".
11. Keep track of visiting wildlife.
12. Monitor park use (heavily used areas, frequently used times) and track demographics of visitors.
13. Develop an Ambassador led tour schedule and serve as a guide.
14. Promote "Friends of R Park" when appropriate.
15. Assist the Community Conservation Manager/R Park Director in development of new programs based on visitor feedback.
16. Assist in volunteer management.
17. Assist as needed during R Park events.

Education, Experience, Skills, Knowledge

1. Interest in sociology, environment, community conservation, or public lands/parks.
2. Superior oral and interpersonal skills; is not afraid to make new friends constantly.
3. Equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential duties of the job.



4. Preferred, but not required: First aid & CPR training.
5. Preferred, but not required: Intermediate Spanish speaking abilities.
6. Knowledge of: Safety principles and practices.
7. Ability to work independently and exercise professional judgement.
8. Ability to Develop and implement goals, objectives, policies, procedures.
9. Superior social media skills and content creation with their personal mobile device.

Other Requirements

1. Work is performed primarily in a park environment in all weather conditions and in new onsite R Park office.
2. Physical Requirements:
 - a. Sitting, walking, standing, kneeling.
 - b. Ability to lift, carry, push, pull weight up to 30 lbs.
 - c. Ability to use light landscaping tools and equipment common to park maintenance.
3. Ability to work weekends and events.
4. Must have own transportation to and from R Park.

Application Procedure

Email a resume and short cover letter describing how your previous experiences will help you promote the park as an ambassador and what makes R Park special to jr@jhlandtrust.org with the subject line "R Park Ambassador- (First, Last Name)".

R Park is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.