



Center for Natural Lands Management

Position Description

Preserve Host – Thousand Palms & McCallum Oases Preserve at the Coachella Valley Preserve, California

Reports to:	Preserve Manager
Location:	Thousand Palms and McCallum Oases Preserve in the Coachella Valley Preserve
Part-time:	24 hours per week
Duration:	October 1, 2024 through May 31, 2025
RV Amenities:	Secluded RV Site with full hook-ups, including 50 amp electrical, propane, telephone, internet, septic tank, water (well for RV unit and bottled for drinking), on-site storage and fabulous setting and views of wildlife.

The Center for Natural Lands Management (CNLM) is a nonprofit, 501(c)(3), organization, created in 1990, whose mission is the perpetual stewardship of lands that are natural open areas, sensitive species and their resident ecosystems. Current operations are in California, Oregon and Washington.

Most of CNLM's preserves are not open to the public because of the sensitivity of the species (often endangered or threatened) or the habitat. One of several exceptions is the Thousand Palms Oasis Preserve located within the heart of the Coachella Valley Preserve. Upwards of 50,000 visitors regularly visit the Preserve each year, for the purposes of hiking, birdwatching and exploring the natural history of the desert.

The Thousand Palms Oasis Preserve Host (hereafter, Preserve Host) will assist the Preserve Manager as visitor service representative for the Preserve visitors. The Preserve Host lives on-site in a fully equipped RV site (RV not included) and provides assistance to the Preserve Manager in the oversight and management of the main oasis. Supervision and guidance are provided by Preserve Manager. The Preserve Host will contribute to the enjoyment and safety of visitors' experience at the CNLM Preserve. It is important to understand that this Preserve is NOT an RV camp, and all visits are day-use only. This position requires curiosity about one or more aspects of local interest, including (but not limited to) natural history, local history, wildlife, hiking, wildflowers and/or geology, and a willingness to learn about some aspect of all these topics. The job entails primarily good people and light maintenance skills. You must enjoy working with other people and be able to work independently, yet as a team.

RESPONSIBILITIES

- Maintain a security presence on the Preserve. Assist Preserve Manager in monitoring for trespass, unacceptable uses and visitor adherence to Preserve regulations.
- Educate and talk to Preserve visitors as directed by the Preserve Manager.
- Open and close the trailhead gates.
- Clean the Palm House. This structure is used as a break room by volunteers.
- Clean the volunteer bathrooms.

- Clean the visitor bathrooms.
- Maintain supply inventory and request refills as necessary.
- Empty trash at the palm log cabin and grounds, and maintain grounds, including raking and picking up as needed around the palm log cabin.
- Sort and manage the recycling waste.
- Trail maintenance and weed control. Picking up frond-falls if advised. Some amount of stooping, bending and pulling is necessary.
- Maintain the preserve golf cart.
- Communicate at least weekly with Preserve Manager in a written Activities Report.
- Other duties as assigned.

REQUIREMENTS

- At least one year's experience in public or visitor services such as interpretive naturalist, tour guide, tourism advocate, camp host.
- A love of nature and interest in natural history, native culture, and/or geology.
- Excellent social skills, ability to work well with other volunteers and interact with a wide range of visitors.
- Effective communication skills.
- Proven self-starter, able to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet visitors' services goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate.
- Ability to quickly learn local history, trail information, and other local interest information pertaining to the Preserve.
- Must have a vehicle for transportation into town.
- RV must be in safe operating condition, preferably not older than 1980.
- There is no mail delivery at the Preserve. Hosts will be required to arrange for mail delivery in town. There is a Post Office nearby in Thousand Palms.

WORKING CONDITIONS

- Willingness to live and work in somewhat remote location.
- Ability to regularly stand and walk.
- Ability to walk on lightly maintained and sometimes rough trails.
- Ability to do light maintenance work, lift trash or supplies up to 50 lbs.
- Ability to use common computer programs (MS Office Word, Excel) and internet. Texting, email and phone communication are required.
- Willingness to frequently work alone.
- Willingness to work on weekends.
- Flexibility during holidays and busy weeks/ends.

- Time off will be on Mondays and Tuesdays.
- When two hosts are hired for this position (i.e. a husband/wife) the parties will not work simultaneously. In other words, two people can't work for two hours and document 4 hours of work for that 2-hour time slot. Scheduled hours are to be worked by a sole (not married, domestically partnered, nor significant other) Host. Work schedules are intended to provide coverage of entire shifts, therefore the increasing of Host resources to the same schedule does not reduce the time needed to cover the shift from start to finish.

The working conditions described here are representative in part of those that will be encountered by a volunteer in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

CNLM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law

This position description does not constitute an agreement between the CNLM and the volunteer and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.

Position open until filled

TO APPLY:

Qualified applicants must provide a letter of interest and resumé.

Electronic submissions preferred.

Email or mail these materials to:

volunteers-cvp@cnlm.org

Center for Natural Lands Management

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