**Job Description**

**Job Title:** Trail & Access Volunteer/Outreach Assistant  
**Job ID:** 11366  
**Project Name:** PBRC  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Regular, Full-Time, RCUH Non-Civil Service position with Department of Land and Natural Resources, Division of Forestry and Wildlife, Center for Conservation Research and Training (CCRT), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** $2,189/Mon.

**DUTIES:** Leads the Oahu Na Ala Hele Trails and Access Program in volunteer coordination activities on Oahu’s public hiking trails, roads, and management areas and assists in public outreach, trail monitoring in a manner consistent with Division of Forestry and Wildlife (DOFAW) statewide Na Ala Hele Trail and Access program. Assists in program public outreach involving brochures, maps, interpretive signs, and poster board design. Assists with layout, development, distribution, and installation and program website maintenance. Advocates for program trail safety via safety presentations and before volunteer service projects. Leads in volunteer facilitation, organization, and service trip implementation. Assists in the trail monitoring program; involving the development and distribution of public surveys and compilation of the data for program improvement. Assists in maintenance of program work area and vehicles, care of program tools, equipment, storage of herbicides, and maintaining program inventory.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Natural Resource Management, Biological Sciences, Geography or a related field.  
**EXPERIENCE:** One to two (1-2) years of educational work experience. At least one (1) year of manual labor or semi-skilled work experience, that includes three (3) months of natural resource management activities.  
**ABIL/KNOW/SKILLS:** Knowledge of Hawaiian native and non-native plants. Understanding of threats from alien species to native ecosystems. Good understanding of budgeting, procurement, report writing, and general office administration. Understanding of Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Some knowledge of HTML and/or web page maintenance. Ability to understand and carry out oral and written instructions. Computer literate, familiar with data analysis, and able to develop PowerPoint presentations. Ability to use the following computer software programs: Microsoft Word, Excel, PowerPoint, ESRI Arcmap and Arcpad, Adobe Acrobat, and Photoshop. Ability to read maps and aerial photographs. Ability to produce interpretive information for public display including interpretive signs and brochures. Demonstrated ability to plan detailed jobs and make necessary preparations to accomplish work assignments. Must possess a valid driver's license.  
**PHYSICAL/MEDICAL REQUIREMENTS:** Must be able and willing to physically perform, efficiently and effectively under strenuous outdoor conditions (e.g. hiking long distance, extreme weather, mosquitoes, steep terrain, etc.). Ability to lift and carry thirty (30) pounds.

**SECONDARY QUALIFICATIONS:** Experience in cartography and map making. Experience in the use of pesticides and power tools. Field experience in an active resource or management program to protect ecosystems in Hawaii or elsewhere. Experience with hiking trails and trail issues in Hawaii or elsewhere.
INQUIRIES: Aaron Lowe 973-9782 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 07/22/2011